



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

April 7, 2025

DIVISION MEMORANDUM  
No. 214, s. 2025

**SEMINAR-WORKSHOP ON PROPERTY INVENTORY FORMS  
AND INVENTORY REPORTS, PREPARATION FOR THE UPCOMING  
DIVISION ANNUAL PHYSICAL CHECKING AND  
ORIENTATION ON THE GSIS PROPERTY INSURANCE**

To : Chiefs, CID and SGOD  
Administrative Officer V  
Heads of Public Elementary and Secondary Schools  
Public Schools Property Custodian  
All Others Concerned

1. Pursuant to the Commission on Audit (COA) Circular No. 2022-006 dated May 31, 2022, titled *Guidelines on the Implementation of Section 23 of the General Provisions of the Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from P15,000.00 to P50,000.00*, Commission on Audit (COA) Circular No. 2020-006 dated January 31, 2020, titled *Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-Existing/Missing PPE items, for the One-Time Cleansing of PPE Account Balances of Government Agencies*, and in compliance with the Republic Act (RA) No. 656 or the Property Insurance Law, this office, through the Supply/Property Section, will conduct a **Seminar-Workshop on Property Inventory Forms and Inventory Reports, Preparation for the Upcoming Annual Physical Checking and Orientation on the GSIS Property Insurance on April 29-30, 2025**. The venue will be announced later.

2. Furthermore, the activity will also revisit the status of implementation on the reconciliation of inventory accounts in compliance with the prior year's audit findings and recommendations. Any corrective action shall be taken to fully address the audit findings and recommendations.

3. Participants of this activity are the twenty-one (21) public schools property custodians and 14 division office personnels (*please refer to the enclosure for the list of participants*). Property custodians are required to bring photocopies of any school land and building documents available at their respective schools except the school titling documents that were already shared via google drive, bring their own laptops and extension wire for the workshop. Outputs will be collected at the end of the workshop.



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4. Expenses relative to the activities to be conducted by the committee shall be charged to Division MOOE or local funds, subject to the usual auditing and accounting rules and regulations.
5. All concerned personnel are directed to extend their full cooperation in this activity.
6. Immediate and wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/ADMIN/SUPPLY/ATMJr/jar



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*Enclosure 1*

**LIST OF PARTICIPANTS**

No.	School/Office	Name of Personnel	Position
1	Bool/Mansasa ES	Jennifer Sarigumba	Administrative Officer II
2	Booy/Booy South ES	Mary Melody G. Ocon	Administrative Officer II
3	Cabawan/Tiptip ES	Anna Mae C. Bellezas	Administrative Officer II
4	City East ES	Dinah A. Bustamante	Administrative Officer II
5	Cogon ES	Raquel M. Arabaca	Administrative Officer II
6	Dampas ES	Retchel T. Sumampong	Administrative Officer II
7	Dao ES	Grace A. Rios	Administrative Officer II
8	Eastern Cogon ES	Marecyl D. Mar	Administrative Officer II
9	Manga ES	Aireen T. Ciruela	Administrative Officer II
10	San Isidro/Taloto ES	Easter Sunday P. Muyco	Administrative Officer II
11	Tagbilaran City Central ES	Ananias J. Sumaylo	Administrative Officer II
12	TCCS SpEd Center/TCHSHI	Judith T. Digal	Administrative Officer II
13	Ubujan ES	Maricel Galan	Administrative Officer II
14	City of Tagbilaran NHS	Divine Grace Casulocan	Property Custodian Designate
15	Cogon NHS	Helen B. Chatto	Administrative Assistant II
16	DCPNHS – JHS	Ralp R. Botero	Administrative Officer I
17	DCPNHS – SHS	Cristy Mae C. Aboyabor	Administrative Assistant II
18	Manga NHS	Fatima Melody P. Ingles	Administrative Assistant II
19	Mansasa NHS	Karen M. Pamugas	Administrative Assistant II
20	San Isidro NHS	Rosalie Cornel	Administrative Assistant II
21	Tagbilaran City Science HS	Jualey D. Misa	Administrative Assistant II
22	DO – Admin	Aquilino T. Milar Jr. PhD	Administrative Officer V
23	CID – HRD	Filomena C. Tanggaan PhD	SEPS – HRD
24	CID – LRMDS	Neolita S. Sarabia EdD	EPS – LR
25	Accounting Section	Michelle T. Sagaral PhDM, CPA	Division Accountant
26	Budget/Finance	Marife C. Rallos MPA	Division Budget Officer
27	Supply/Property Section	Japhet A. Revereal	Administrative Officer II / OIC – Supply Officer
28	CID – LRMDS	Simon Rios	Project Dev. Officer II
29	CID – LRMDS	Emily L. Acabo	Division Librarian II
30	Accounting	Jerelyn Tumabang	Administrative Assistant III
31	Accounting	Margarita L. Tejano	Administrative Assistant III
32	Supply	Jose Andrew U. Salise	Administrative Assistant III
33	Supply	Karen Y. Gumba	Administrative Aide VI
34	OSDS	Bernadito Taguisa	Administrative Aide VI



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Enclosure 2

**Program**

Day 1	8:00 a.m – 8:30 a.m	Arrival / Registration	<b>Margarita L. Tejano</b> <i>ADAS III – Accounting</i>
	8:30 a.m – 8:45 a.m	Philippine National Anthem	<b>Jerelyn T. Tumabang</b> <i>ADAS III - Accounting</i>
		Bohol and Tagbilaran Hymms	
		Doxology/Prayer	
	8:45 a.m – 9:15 a.m	Welcome Remarks/Purpose	<b>Aquilino T. Milar Jr. JD, PhD</b> <i>Administrative Officer V</i>
	9:15 a.m – 9:30 a.m	Recognition of Participants	<b>Fatima Melody P. Ingles</b> <i>ADAS II - MNHS</i>
	9:30 a.m – 10:50 a.m	GSIS Mandate on Insurance	<b>Resource Speaker</b> <i>GSIS</i>
	10:50 a.m – 11:00 a.m	Stretching/Energizer	<b>Mary Melody G. Ocon</b> <i>AO 2 – Booy/Booy South ES</i>
	11:00 a.m – 12:00 p.m	Property/Supply updates and presentation of COA AOM no. 2025-011	<b>Japhet A. Revereal</b> <i>AO 2 TNHS / OIC Supply Officer</i>
<b>LUNCH BREAK</b>			
Day 1	1:00 p.m – 1:20 p.m	Energizer	<b>Retchel T. Sumampong</b> <i>AO 2 – Dampas ES</i>
	1:20 p.m – 2:20 p.m	Inspirational Message	<b>Wilfreda D. Bongalos PhD</b> <b>CESO V</b> <i>Schools Division Superintendent</i>
	2:20 p.m – 3:20 p.m	Presentation of new Inventory Forms	<b>Karen Y. Gumba</b> <i>ADA VI – Supply</i>
	3:20 p.m – 4:20 p.m	Division Property Numbering and Registry	<b>Jose Andrew U. Salise</b> <i>ADAS III – Supply</i>
	4:20 p.m – 5:00 p.m	Q & A / Open forum	
Day 2	8:00 a.m – 8:30 a.m	Nationalistic song/Doxology	<b>Jose Andrew U. Salise</b> <i>ADAS III – Supply</i>
	8:30 a.m – 8:50 a.m	RECAP	
	8:50 a.m – 9:50 a.m	Presentation and discussion of DM no. 140 s. 2025 PIP for One-Time Cleansing of PPE and COA AOM no. 2025-002	<b>Japhet A. Revereal</b> <i>AO 2 TNHS / OIC Supply Officer</i>
	9:50 a.m – 10:00 a.m	Stretching/Energizer	<b>Mary Melody G. Ocon</b> <i>AO 2 – Booy/Booy South ES</i>



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10:00 a.m – 10:30 a.m	Presentation of shared drive for School's Inventory Reports for Annual Physical Checking preparation.	<b>Karen Y. Gumba</b> <i>ADA VI – Supply</i>
10:30 a.m – 12:00 p.m	Updating of reports per school	<b>All property custodians</b>

**LUNCH BREAK**

1:00 p.m – 1:20 p.m	Energizer	<b>Mary Melody G. Ocon</b> <i>AO 2 – Booy/Booy South ES</i>
1:20 p.m – 3:20 p.m	Continuation of reports updating per school	<b>All property custodians</b>
3:20 p.m – 5:00 p.m	Open Forum	

**HOME SWEET HOME**