



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

TO : **FATIMA MELODY P. INGLES**
ADAS II-Property Custodian/Supply

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : Seminar on Disposal of Government Properties (DCP)

DATE : June 13, 2025

1. The Commission on Audit (COA) will have its Seminar on Disposal of Government Properties (DCP) to be held on **July 29-31, 2025**, at the Commission on Audit (COA), Cebu City.
2. The 3-day seminar offers topics to address the perennial issue caused by the existence of enormous amounts of discrepancies in PPE account balances of government agencies.
3. Attendance to this activity shall be on **Official Business**. Expenses related to the said activity shall be charged to School MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.
4. For more information please see attached communication from COA Region VII.
5. For your guidance and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ACCTG/MTS/mts



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

NOMINATION FORM

Course Title:	Disposal of Government Properties (DCP)				Date Filed:	June 13, 2025
Date Covered:	July 29-31, 2025					
WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:						
NAME	POSITION	PRC License Card No. (if available)	EXPIRY DATE	T.L./CP NOS.	INDIVIDUAL EMAIL ADDRESS	SIGNATURE
1. Fatima Melody P. Ingles	ADAS II	N/A	N/A	09271660663	fatimamelody.penaless@deped.gov.ph	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Head of Office/Agency: _____

✓ ✓ ✓ ✓

_____ JENELOU JOHN F. ISRAEL _____

Signature over Printed Name

_____ Secondary School Principal I _____

Designation

Office/Agency: Department of Education - Manga National High School	Tel. Nos:
Office Address: Tindalo St. Manga Dist. Tagbilaran City	Office Email Address:

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THIS PORTION IS FOR COA RTU USE ONLY (Action on Nomination)	
Course Title:	Disposal of Government Properties (DCP)
Date Covered:	July 29-31, 2025
Office/Agency: DEPED - Manga National High School	
NOMINATIONS: <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NOT CONFIRMED	
SEMINAR: <input type="checkbox"/> CANCELLED <input type="checkbox"/> DEFERRED, NEW DATE _____	
REMARKS/SPECIAL INSTRUCTIONS:	
Noted by:	
CHRIS EVONNE P. SANIEL Division Chief Administration, Training and Finance Division	



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VII

M.J Cuenco Avenue, Corner V. Sotto Street, 6000 Cebu City

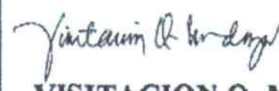
REGIONAL TRAINING PLAN / SCHEDULE OF COURSE OFFERINGS
for AGENCY PERSONNEL
CY 2025


DURATION	COURSE	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
October 22-24	Cash Management and Control System	In-person	Cashiers, Regular and Special Collecting/ Disbursing Officers, and Petty Cash Custodians	₱ 6,000
May 28-29	COA Policies Supporting Government Digitalization	In-person	Cashiers, Regular and Special Collecting/ Disbursing Officers, and personnel involved in the processing of claims and disbursements including certifying and approving officers	₱ 4,000
July 29-31	Batch 1	In-person	Members of the Appraisal and Disposal Committee, accounting personnel, and Property Custodian	₱ 6,000
September 23-25	Batch 2			
November 18-20	Batch 3			
July 15-18	Laws and Regulations on Government Expenditures	In-person	Personnel involved in the processing of claims and disbursements including certifying and approving officers	₱ 8,000
June 30	One-time Cleansing of Property, Plant, and Equipment Account Balances	In-person	Property/Supply Officers, Property Custodians, Storekeepers, and other personnel involved in managing the agency's office supplies and properties in the National/Corporate Government Agencies	₱ 2,000
October 21-23	Batch 1	In-person	Properties in the National/Corporate Government Agencies	₱ 6,000
November 4-6	Batch 2			




DURATION	COURSE	MODALITY	TARGET PARTICIPANTS	TRAINING FEE
April 21-24	Batch 1 Training on the Handbook on the	In-person	SK Chairperson, SK Treasurer, and Budget Monitoring Officer	P 8,000
May 26-29	Batch 2 Financial Transactions of			
June 17-20	Batch 3 Sangguniang Kabataan			

Recommending Approval:


COA Signed
2025-07-12
12:06:51
VISITACION Q. MENDOZA
 Director IV
 COA Regional Office No. VII


MARY JOYCE G. ERUMA
 Director IV
 Professional Development Office

Approved by:


LITO Q. MARTIN
 Assistant Commissioner
 Professional and Institutional Development Sector


 VQM/EPC/CEPS/sd

