



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

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**Office of the Schools Division  
Superintendent**

June 27, 2025


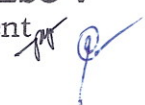
DIVISION MEMORANDUM  
OSDS-2025 - 145

To: Administrative Officer II / Public Schools' Property Custodians  
Public Elementary and Secondary School Heads  
CID and SGOD Chiefs  
Education Program Supervisor / Area Consultants  
Division Inventory Committee Members / Finance Audit Team  
All Others Concerned

**FEEDBACK-GIVING SESSION ON THE 2025 DIVISION ANNUAL PHYSICAL CHECKING  
AND INVENTORY OF PUBLIC SCHOOLS' PROPERTIES, SEMI-EXPENDABLE ITEMS,  
PHYSICAL FACILITIES AND OTHER INSTRUCTIONAL MATERIALS INCLUDING THE  
ONE-TIME CLEANSING OF PPE ACCOUNT BALANCES**

1. In line with the Division's efforts to ensure accurate and transparent management of public school properties, the Schools Division of Tagbilaran City – Supply and Accounting Sections will conduct a Feedback-Giving Session following the completion of the 2025 Division Annual Physical Checking and Inventory of Public Schools' Property, Plant and Equipment and Equipment (PPE), Semi-Expendable (SE) items, physical facilities and other instructional materials including the one-time cleansing of PPE account balances last May 26, 2025 to June 23, 2025 per Division Memorandum no. OSDS-2025-094 dated April 30, 2025. This session will be held on July 17, 2025 from 8:00 am to 5:00 pm at Tagbilaran City Central Elementary School – Audio Visual Hall. *Please refer to the attached program.*
2. Participants in this session are the Property Custodians and School Heads of all 27 public schools in this division, as well as the Division Inventory Committee, Inventory Validators, members of the Finance Audit Team, CID and SGOD Chiefs. *Please refer to the attached list of participants.*
3. This feedback-giving session aims to present consolidated findings and observations gathered during the inventory activity, share audit insights from the finance team, and allow schools to respond or clarify concerns raised by the validators.

4. All concerned are pleased to attend this important activity. Transportation and other incidental expenses may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
  
5. Immediate and wide dissemination of this Memorandum is desired.

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

WDB/JAAL/SUPPLY/BDA/Jar



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph  
<http://www.depedtagbilaran.org>

**ACTIVITY MATRIX**

<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>
7:00 – 8:00 AM	Arrival and Registration of Participants	Supply & Property Section
8:00 – 8:15 AM	Opening Program (Prayer, Anthems)	Supply & Property Section
8:15 – 8:30 AM	Welcome Remarks and Statement of Purpose	Michelle T. Sagaral PhDm, CPA
8:30 – 8:45 AM	Recognition of Participants	Mary Melody G. Ocon
8:45 – 9:25 AM	Inspirational Message	Wilfreda D. Bongalos PhD, CESO V
9:25 – 10:25 AM	Presentation of Validators' Observations: Physical Checking per School, per Issues and Concerns	Japhet A. Revereal/Checker Team
10:25 – 10:35 AM	Health Break	
10:35 – 12:00 PM	Financial Audit Observations	Rosalie A. Tambis/Acctg Team
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	Schools' Response to Observations	School Heads & Property Custodians
2:30 – 4:30 PM	Open Forum	All Participants
4:30 – 5:00 PM	Synthesis and Closing Program	Division Office Personnel

**LIST OF PARTICIPANTS**

Schools Division Superintendent	Wilfreda D. Bongalos PhD CESO V
CID Chief	Janet T. Butalid PhD
SGOD Chief	Maurine C. Castaño
Administrative Officer IV (OIC Admin Officer V)	Brendalou D. Arancana PhDm, JD
School Heads	<b>All Public Schools</b>
Property Custodians	<b>All Public Schools</b>
Validators and Checkers	<ol style="list-style-type: none"> <li>1. Japhet A. Revereal- Property/Supply</li> <li>2. Karen Y. Gumba – Property/Supply</li> <li>3. Jose Andrew U. Salise – Property/Supply</li> <li>4. Ananias J. Sumaylo – Property/Supply/MOOE</li> <li>5. Engr. Jose C. Mariñas III – ICT/DCP Equipment</li> <li>6. Dr. Neolita S. Sarabia – LR</li> <li>7. Simon Rios – LR</li> <li>8. Emily L. Acabo – LR</li> <li>9. Engr. Louenie Indanao – School Buildings</li> <li>10. Engr. Junicel Mancha – School Physical Facilities</li> <li>11. Michelle T. SagaraI – Accounting</li> <li>12. Marife C. Rallos – Budget</li> <li>13. Gina E. Gamao – Cashier/collection of lost items</li> <li>14. Felisa Deligencia – MOOE/Other Funds</li> <li>15. Rosalie A. Tambis – MOOE/Other Funds</li> <li>16. Marilou Bedrijo – MOOE/Other Funds</li> <li>17. Angeli Faith Pascual – MOOE/Other Funds</li> <li>18. Jerelyn Tumabang – MOOE/Other Funds</li> <li>19. Kent Chadric Evasco – MOOE/Other Funds</li> <li>20. Ivy Joy Barbante – MOOE/Other Funds</li> <li>21. Chrysostom Dalumbar – Assist Budget/MOOE</li> <li>22. Margarita L. Tejano – Assist Cashier</li> <li>23. Bernadito Taguisa</li> <li>24. Rodrigo Amancio</li> </ol>



DepED  
TAGBILARAN CITY DIVISION  
RECORDS SECTION

RECEIVED

Received by: [Signature]  
Date: JUN 26 2025  
Time: 2:21

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

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## ACTIVITY PROPOSAL

**FEEDBACK-GIVING SESSION ON THE 2025 DIVISION  
ANNUAL PHYSICAL CHECKING AND INVENTORY OF  
PUBLIC SCHOOLS' PROPERTIES, SEMI-EXPENDABLE  
ITEMS, PHYSICAL FACILITIES AND OTHER  
INSTRUCTIONAL MATERIALS INCLUDING THE ONE-TIME  
CLEANSING OF PPE ACCOUNT BALANCES**

June 25, 2025



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 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**PROGRAM DESIGN**

<b>General Program Information</b>	
<b>Program Title</b>	Feedback-Giving on the 2025 Division Annual Physical Checking and Inventory of Public Schools' properties, semi-expendable items, physical facilities and other instructional materials including the one-time cleansing of PPE account balances.
<b>Duration</b>	One (1) working day
<b>Target Personnel</b>	26 School Heads 21 Public School Property Custodians 28 Division Office Personnel – Validators/Checkers 1 Commission on Audit Representative - Observer
<b>Budget Requirements</b>	<b>32,700.00</b>
<b>Venue</b>	Tagbilaran City Central Elementary School
<b>Rationale</b>	<p>To promote accountability, transparency, and continuous improvement in the management and monitoring of public-school properties, the Schools Division of Tagbilaran City will conduct a Feedback-Giving Session following the completion of the 2025 Division Annual Physical Checking and Inventory of Public Schools' properties, semi-expendable items, physical facilities and other instructional materials including the one-time cleansing of PPE account balances.</p> <p>This session aims to present the collective observations of the validators and finance audit team, provide an avenue for school heads and property custodians to respond and clarify concerns, and discuss recommended actions to address recurring issues.</p>
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. To present consolidated findings and observations from the physical checking of inventories conducted in 27 public schools.</li> <li>2. To provide financial audit insights related to property and equipment reporting.</li> <li>3. To allow schools to respond to observations and provide context or clarification.</li> <li>4. To identify action points and policy enhancements to improve inventory and property management.</li> <li>5. To foster open dialogue and strengthen collaboration between division office and school-level personnel.</li> </ol>
<b>Expected Participants</b>	<ul style="list-style-type: none"> <li>• <b>School Heads and Property Custodians</b></li> <li>• <b>Division Office Personnel</b> <ol style="list-style-type: none"> <li>1. SDS – Wilfreda D. Bongalos PhD CESO V</li> <li>2. SGOD Chief – Maurine C. Castaño</li> <li>3. CID Chief – Janet T. Butalid</li> <li>4. AO IV (Admin OIC) – Brendalou D. Arancana, PhDM</li> </ol> </li> </ul>



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	<ul style="list-style-type: none"> <li>• <b>Validators and Physical Checking Team:</b></li> <li>1. Japhet A. Revereal – Property/Supply</li> <li>2. Karen Y. Gumba – Property/Supply</li> <li>3. Jose Andrew U. Salise – Property/Supply</li> <li>4. Ananias J. Sumaylo – Property/Supply/MOOE</li> <li>5. Engr. Jose C. Mariñas III – ICT/DCP Equipment</li> <li>6. Dr. Neolita S. Sarabia – LR</li> <li>7. Simon Rios – LR</li> <li>8. Emily L. Acabo – LR</li> <li>9. Engr. Louenie Indanao – School Buildings</li> <li>10. Engr. Junicel Mancha – School Physical Facilities</li> <li>11. Michelle T. Sagaral – Accounting</li> <li>12. Marife C. Rallos – Budget</li> <li>13. Gina E. Gamao – Cashier/collection of lost items</li> <li>14. Felisa Deligencia – MOOE/Other Funds</li> <li>15. Rosalie A. Tambis – MOOE/Other Funds</li> <li>16. Marilou Bedrijo – MOOE/Other Funds</li> <li>17. Angeli Faith Pascual – MOOE/Other Funds</li> <li>18. Jerelyn Tumabang – MOOE/Other Funds</li> <li>19. Kent Chadric Evasco – MOOE/Other Funds</li> <li>20. Ivy Joy Barbante – MOOE/Other Funds</li> <li>21. Chrysostom Dalumbar – Assist Budget/MOOE</li> <li>22. Margarita L. Tejano – Assist Cashier</li> <li>23. Bernadito Taguisa – Driver</li> <li>24. Rodrigo Amancio – Driver</li> <li>• <b>Commission on Audit Representative</b></li> </ul>
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**ACTIVITY MATRIX**

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**BUDGETARY REQUIREMENTS**

Item of Expenditure	Unit	Quantity	Unit Cost	No. of Days	Total Cost	Source of Fund
Supplies and Materials				N/A	3,500.00	Division MOOE
Meal and Snacks	pax	76	400	1	30,400.00	
<b>TOTAL</b>					<b>33,900.00</b>	

**EXPECTED OUTPUT**

- Documented feedback per school from the validators/checkers and financial audit observations
- Agreements and action points for corrections or improvements
- Strengthened collaboration between division and school personnel on property management

**WORKING COMMITTEE**

COMMITTEE	ASSIGNED PERSONNEL
AVP (Hymns, Prayers, Presentations)	Jose Andrew U. Salise
Program and Certificates	Japhet A. Revereal
Attendance and Registration	Karen Y. Gumba Margarita L. Tejano
Venue Preparation ( <i>Physical Arrangement</i> )	Ananias J. Sumaylo Japhet A. Revereal Jose Andrew U. Salise
Program Host	Fatima Melody P. Ingles



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**APPROVAL**


Prepared by:

  
**JAPHET A. REVEREAL**  
AO II / OIC-Supply Officer

Noted by:

  
**BRENDALOU D. ARANCANA PhDM, REA, JD**  
Administrative Officer IV/OIC Administrative Officer

Funds Available:

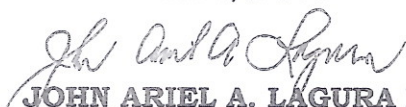
  
**MICHELLE T. SAGARAL PhDM, CPA**  
Division Accountant III

  
**MARIFE C. RALLOS, MPA**  
Division Budget Officer

Recommending Approval:

  
**FILOMENA C. TANGGAAN**  
SEPS - HRD

  
**MAURINE C. CASTAÑO**  
Chief, SGOD

  
**JOHN ARIEL A. LAGURA PhD**  
OIC - Assistant Schools Division Superintendent

Approved:

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