



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

Office of the Schools Division Superintendent

August 22, 2025

DIVISION MEMORANDUM

No. 568, s.2025

**Orientation on System's Management, Proper Inventory,  
Protection and Distribution of ADM and ALS Tablets**

To: Chief Education Supervisor – CID  
Elementary and Secondary School Principals  
School Administrative Officers – Property Custodian  
Brendalou D. Arancana , Phd – Administrative Officer IV  
Engr. Jose Mariñas III – Division ITO  
All Others Concerned

1. This office through the Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS) will conduct an **Orientation on System's Management, Proper Inventory and Distribution of ADM Tablets on August 28-29, 2025 , 8:00 a.m- 5:00 pm** . The venue will be announced later.
2. This activity aims to :
  - a. orient school heads and school property custodians on the features and the system management software to be installed in gadget;
  - b. Acquaint school heads and school property custodians with the utilization, protection and inventory guidelines.
3. The participants in this activity are the following:
  - Elementary and Secondary School Principals or representative
  - Elementary and Secondary School Property Custodians
  - Education Program Supervisor- LRMS/ ADM Coordinator
  - LRMS – PDO II and Division Librarian
  - Division ITO
  - Division Supply Officer and 2 Supply Office ADAs
4. Expenses for meals and snacks and materials shall be charged against ADM Support Funds, which are subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is highly directed

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