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TAGBILARAN CITY DIVISION
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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

No. **613** s. 2025

TO : **RALP R. BOTERO**
Administrative Officer I - Supply Officer/Property Custodian

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

SUBJECT : Property and Supply Management System

DATE : September 4, 2025

1. The Commission on Audit (COA) will have its Seminar on Property and Supply Management System to be held on **November 4-6, 2025** at Commission on Audit (COA) Regional Office, Cebu City.
2. The Three-day seminar offers to track, control, and manage their properties, assets, and supplies efficiently. It ensures accountability, transparency, and availability of resources.
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



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 Property and Supply Management System	In-person	Personnel involved in the processing of claims and disbursements including certifying and approving officers	₱ 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:

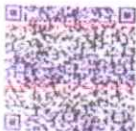
Visitation Q. Mendoza
COA Signed
2023-02-12
12:06:51
VISITACION Q. MENDOZA
Director IV
COA Regional Office No. VII

Mary Joyce G. Eruma
MARY JOYCE G. ERUMA
Director IV
Professional Development Office


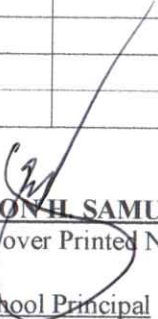
Approved by:

Lito Q. Martin
LITO Q. MARTIN
Assistant Commissioner
Professional and Institutional Development Sector

VQM
VQM/EPC/CEPS/sd



NOMINATION FORM

Course Title:	PROPERTY AND SUPPLY MANAGEMENT SYSTEM (BATCH 2)					Date Filed:
Date Covered:	November 4-6, 2025					'August 13, 2025
WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:						
NAME	POSITION	PRC License Card No. (if available)	EXPIRY DATE	TEL./CP NOS.	INDIVIDUAL EMAIL ADDRESS	SIGNATURE
1. RALP R. BOTERO	AO-I/SUPPLY OFFICER/PROPERTY CUSTODIAN	N/A	N/A	0945-760-8700	ralp.botero@deped.gov.ph	
 CORAZON H. SAMUYA Signature over Printed Name School Principal Designation						
Office/Agency: DEPED TAGBILARAN CITY DIVISION/DR. CECILIO PUTONG NATIONAL HIGH SCHOOL					Tel. Nos: (038) 412-3451	
Office Address: CPG NORTH AVENUE, COGON, TAGBILARAN CITY, BOHOL					Office Email Address: 302846@deped.gov.ph	

THIS PORTION IS FOR COA RTU USE ONLY (Action on Nomination)

Course Title:

Date Covered:

Office/Agency:

NOMINATIONS:

CONFIRMED

NOT CONFIRMED

SEMINAR:

CANCELLED

DEFERRED, NEW DATE _____

REMARKS/SPECIAL INSTRUCTIONS:

Noted by:

CHRIS EVONNE P. SANIEL
Division Chief
Administration, Training and Finance Division