



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. 295 s. 2025

TO : **CRISTY MAE C. ABOYABOR**  
**Administrative Assistant II - Property Custodian/Supply**

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

SUBJECT : Property and Supply Management System

DATE : September 23, 2025

1. The Commission on Audit (COA) will have its Seminar on Property and Supply Management System to be held on **October 21-23, 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

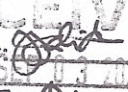
WDB/JAAL/ACCTG/MTS/mts



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

September 3, 2025

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
Division of City Schools-Tagbilaran City  
Tagbilaran City

DepED  
TAGBILARAN CITY DIVISION  
RECORDS SECTION  
**RECEIVED**  
Received by:   
Date: SEP 3 2025  
Time: 3:00 PM

**Subject: Seminar on Property and Supply Management System (PSMS)**

Madam:

Greetings!

This is in connection with the invitation of the Regional Training COA Region VII **Seminar on Property and Supply Management System (PSMS)** scheduled on October 21-23, 2025 at Cebu City.

I, the Administrative Assistant II – Property Custodian of Dr Cecilio Putong National High School – Senior High School, humbly ask for your approval to allow me to attend the aforementioned seminar on an Official Business, in which the registration fee of Six Thousand Pesos Only (Php 6,000.00) as per participant and is chargeable against School MOOE/Other Local funds subject to the availability of funds; usual budgeting, accounting and auditing rules and regulations.


I am interested in attending the priorly cited seminar for me to be equipped with additional insights and understanding about the new rules and regulations, particularly those about Government Property and Supply Management Systems. Furthermore, the topics to be discussed are all relevant to my administrative tasks.


Attached herewith is the Invitation Letter from Regional Training COA Region VII for your reference.

Hoping that this request merit your favorable approval.

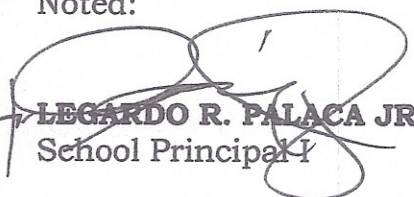
Thank you very much and God bless.

Sincerely yours,

  
**CRISTY MAE C. ABOYABOR**  
Administrative Assistant II  
Procurement/Property Custodian

DEPARTMENT OF EDUCATION  
TAGBILARAN CITY SCHOOLS DIVISION  
SOS OFFICE  
**RECEIVED**  
BY:  TIME: \_\_\_\_\_  
DATE: 9/3/2025 GTR #: \_\_\_\_\_

Noted:

  
**LEGARDO R. PALACA JR EdD**  
School Principal I

Approved:

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