



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

**Office of the Schools Division
Superintendent**

November 19, 2025

DIVISION MEMORANDUM
No. 845, s. 2025

**YEAR-END PROPERTY AND SUPPLY MANAGEMENT SEMINAR-WORKSHOP FOR THE
PREPARATION OF ANNUAL INVENTORY REPORT SUBMISSION AND
REORIENTATION OF PROPERTY/SUPPLY INVENTORY FORMS AND REPORTS**

To : Chiefs, CID and SGOD
Administrative Officer V
Heads of Public Elementary and Secondary Schools
Administrative Officer II / Public Schools Property Custodian
All Others Concerned

1. Pursuant to the Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022, titled *Guidelines on the Implementation of Section 23 of the General Provisions of the Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from P15,000.00 to P50,000.00*, this office, through the Supply/Property Section, will conduct a **Year-end Property and Supply Management Seminar-Workshop for the Preparation of Annual Inventory Report Submission and Reorientation of Property/Supply Inventory Forms and Reports on December 4-5, 2025**. The venue will be announced later.

2. This activity is aimed at the following objectives:

- Review and update participants on the latest guidelines and procedures for property and supply management.
- Facilitate the accurate preparation of the Annual Inventory Reports for submission to COA and Division Office.
- Reorient participants on the proper use of prescribed forms and reports for property and supply inventory.

3. Participants in this activity are the Administrative Officer II/Public Schools Property Custodian Designates of twenty-seven (27) public schools and 10 division office personnel (*please refer to the enclosure for the list of participants*). Property custodians are required to bring their own laptops and extension wire for the workshop. Outputs will be collected at the end of the workshop.

4. Registration fee of Four Thousand Pesos (Php4,000.00) will be collected from each participant to cover the expenses relative to the activities to be conducted and shall be



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charged to Division MOOE fund for participants from the Division Office and School MOOE Fund/Other School Funds for the School Participants subject to the usual auditing and accounting rules and regulations. Participants from the Schools are highly encouraged to pay the registration fee before the conduct of the activity.

5. All concerned are directed to extend their full cooperation in this seminar workshop as part of our continuing compliance efforts. Strictly NO PROXY is allowed to attend.
6. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent



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WDB/ADMIN/SUPPLY/ATMJr/jar

Enclosure 1

LIST OF PARTICIPANTS

Name of Personnel	Position
Jennifer Sarigumba	Administrative Officer II
Mary Melody G. Ocon	Administrative Officer II
Anna Mae C. Bellezas	Administrative Officer II
Jan Iris Jane Baugbog	Administrative Officer II
James Carlo Cuanag	Administrative Officer II
Dinah A. Bustamante	Administrative Officer II
Raquel M. Arabaca	Administrative Officer II
Retchel T. Sumampong	Administrative Officer II
Fatima Melody Penales-Ingles	Administrative Officer II
Grace A. Rios	Administrative Officer II
Marecyl D. Mar	Administrative Officer II
Aireen T. Ciruela	Administrative Officer II
Laura Domingo	Administrative Officer II
Easter Sunday P. Muyco	Administrative Officer II
Angeli Faith Pascual	Administrative Officer II
Jerelyn T. Tumabang	Administrative Officer II
Ananias J. Sumaylo	Administrative Officer II
Judith T. Digal	Administrative Officer II
Maricel Galan	Administrative Officer II
Nicanor Clavicillas	Administrative Officer II
Antonette Oguis	Administrative Officer II
Ralp R. Botero	Administrative Officer I
Cristy Mae C. Aboyabor	Administrative Assistant II
Karyl Anafe Manlangit	Administrative Officer II
Ronilo B. Cañedo	Administrative Officer II
Wilfreda D. Bongalos PhD CESO V	School Division Superintendent
Aquilino T. Milar Jr. PhD	Administrative Officer V
Neolita S. Sarabia EdD	EPS – LR
Simon Rios	Project Dev. Officer II
Emily L. Acabo	Division Librarian II
Japhet A. Revereal	OIC Supply Officer
Jose Andrew U. Salise	Administrative Assistant III
Karen Y. Gumba	Administrative Aide VI
Bernadito Taguisa	Administrative Aide VI
Accounting In charge for Supplies	Administrative Assistant III