



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

**Office of the Schools Division
Superintendent**

November 26, 2025

DIVISION MEMORANDUM
No. 868, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 845, s. 2025 TITLED:
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 Division Memorandum No. 845, s. 2025 titled: **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**, this office hereby announces the venue and additional participant. The venue will be at **Panglao Vista Suites**, Dauis, Bohol, and the additional participant is **Mr. Jesilo G. Jala** – Digital / LRMS Developer Designate.
2. All other provisions stated in DM no. 845, s. 2025 not emphasized in this memorandum are still in effect.
3. Immediate dissemination and compliance of this memorandum is required.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 