



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. 219 s. 2026

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 : One-time Cleansing of PPE Account Balances and Disposal of
Government Properties

DATE : April 20-23, 2026

1. The Commission on Audit (COA) will have its **Seminar on One-time Cleansing of PPE Account Balances and Disposal of Government Properties (Batch 1) on April 20-23, 2026** at Commission on Audit (COA) Regional Office, Cebu City.
2. The four-day seminar aims to address the perennial issue caused by the existence of enormous amounts of discrepancies in PPE account balances of government agencies. It also aims to educate personnel on the legal, efficient, and transparent disposal of unserviceable assets, ensuring compliance with **COA-DBM regulations**.
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



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REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VII

M.J Cuenco Avenue, Corner V. Sotto Street, 6000 Cebu City

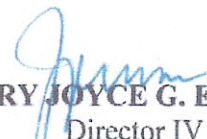
REGIONAL TRAINING PLAN / SCHEDULE OF COURSE OFFERINGS
for AGENCY PERSONNEL
CY 2026

| DURATION | COURSE | MODALITY | TARGET PARTICIPANTS | TRAINING FEE |
|-----------------|---|-----------|---|--------------|
| October 26-28 | Batch 1 Cash Management and Control System | In-person | Cashiers, Regular and Special Collecting/ Disbursing Officers, and Petty Cash Custodians | P 6,000 |
| April 14-15 | Batch 1 | In-person | Cashiers, Regular and Special Collecting/ Disbursing Officers, and personnel involved in the processing of claims and disbursements including certifying and approving officers | P 4,000 |
| May 25-26 | Batch 2 COA Policies Supporting Government Digitalization | | | |
| April 21-23 | Batch 1 | In-person | Members of the Appraisal and Disposal Committee, accounting personnel, and Property Custodian | P 6,000 |
| June 2-4 | Batch 2 Disposal of Government Properties | | | |
| June 23-25 | Batch 3 | | | |
| September 1 - 3 | Batch 1 | In-person | Division/Service/Section Chiefs, Internal Auditors and other personnel -in-charge of financial and property management | P 6,000 |
| October 12-14 | Batch 2 Internal Control Standards for the Philippine Public Sector (ICSPPS) | | | |
| November 3-5 | Batch 3 | | | |
| April 27-30 | Batch 1 | In-person | Personnel involved in the processing of claims and disbursements including certifying and approving officers | P 8,000 |
| June 8-11 | Batch 2 Laws and Regulations on Government Expenditures | | | |
| July 27-30 | Batch 3 | | | |
| September 14-17 | Batch 4 | | | |
| October 19-22 | Batch 5 | | | |
| April 20 | Batch 1 One-time | In-person | Property/Supply Officers, Property Custodians, Storekeepers, and other personnel involved in | P 2,000 |
| June 1 | Batch 2 Cleansing of Property, Plant, and Equipment | | | |
| June 22 | Batch 3 | | | |


| DURATION | COURSE | MODALITY | TARGET PARTICIPANTS | TRAINING FEE |
|-----------------|------------------|-----------|--|--------------|
| | Account Balances | | managing the agency's office supplies and properties in the National/Corporate Government Agencies | ₱ 6,000 |
| June 15-17 | Batch 1 | In-person | | |
| August 3-5 | Batch 2 | | | |
| November 16-18 | Batch 3 | | | |
| May 18-21 | Batch 1 | In-person | SK Chairperson, SK Treasurer, and Budget Monitoring Officer | ₱ 8,000 |
| June 15-18 | Batch 2 | | | |
| July 6-9 | Batch 3 | | | |
| September 21-24 | Batch 4 | | | |

Recommending Approval:


CHONA P. LABRAGUE
 Director IV
 COA Regional Office No. VII


MARY JOYCE G. ERUMA
 Director IV
 Professional Development Office

Approved by:


LITO Q. MARTIN
 Assistant Commissioner
 Professional and Institutional Development Sector