



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

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 322 s. 2026

TO : **RAQUEL M. ARABACA**  
**Administrative Officer II – Mansasa National High School**  
**KARYL ANAFE P. MANLANGIT**  
**Administrative Officer II – Manga National High School**

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

SUBJECT : Property and Supply Management System

DATE : June 15-17, 2026

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1. The Commission on Audit (COA) will have its **Seminar on Property and Supply Management System on June 15-17, 2026** at Commission on Audit (COA) Regional Office, Cebu City.
2. The three-day seminar aims to enhance knowledge of policies and procedures and promote accountability and transparency. It also improve inventory and asset management skills and ensure compliance with audit requirements. Strengthen efficiency in property custodianship and introduce updated and best practices.
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



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**

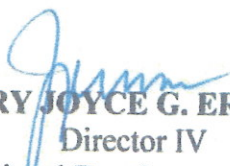
| DURATION        | COURSE  | MODALITY  | TARGET PARTICIPANTS   | TRAINING FEE |
|-----------------|---|-----------|---|--------------|
| October 26-28   | Batch 1<br>Cash Management and Control System                                   | In-person | Cashiers, Regular and Special Collecting/ Disbursing Officers, and Petty Cash Custodians  | ₱ 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 | ₱ 4,000      |
| May 25-26       | Batch 2<br>COA Policies Supporting Government Digitalization                    |           |   |              |
| April 21-23     | Batch 1   | In-person | Members of the Appraisal and Disposal Committee, accounting personnel, and Property Custodian   | ₱ 6,000      |
| June 2-4        | Batch 2<br>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  | ₱ 6,000      |
| October 12-14   | Batch 2<br>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  | ₱ 8,000      |
| June 8-11       | Batch 2   |           |   |              |
| July 27-30      | Batch 3<br>Laws and Regulations on Government Expenditures                      |           |   |              |
| September 14-17 | Batch 4   |           |   |              |
| October 19-22   | Batch 5   |           |   |              |
| April 20        | Batch 1   | In-person | Property/Supply Officers, Property Custodians, Storekeepers, and other personnel involved in  | ₱ 2,000      |
| June 1          | Batch 2<br>One-time 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 | P 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  | P 8,000      |
| June 15-18      | Batch 2          |           |  |              |
| July 6-9        | Batch 3          |           |  |              |
| September 21-24 | Batch 4          |           |  |              |


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**Recommending Approval:**

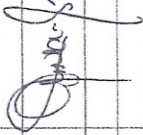

  
**CHONA P. LABRAGUE**  
 Director IV  
 COA Regional Office No. VII

  
**MARY JOYCE G. ERUMA**  
 Director IV  
 Professional Development Office

**Approved by:**

  
**LITO Q. MARTIN**  
 Assistant Commissioner  
 Professional and Institutional Development Sector

**NOMINATION FORM**

|  |  |  |                    |   |                                 |   |
|--|--|--|--------------------|---|---------------------------------|---|
| <b>Course Title:</b>   | <b>PROPERTY AND SUPPLY MANAGEMENT SYSTEM</b> |  |                    | <b>Date Filed:</b>  | February 27, 2026               |   |
| <b>Date Covered:</b>   | JUNE 15-17, 2026                             |  |                    | <b>WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:</b> |                                 |   |
| <b>NAME</b>  | <b>POSITION</b>                              | <b>PRC License Card No. (if available)</b> | <b>EXPIRY DATE</b> | <b>TEL/CP NOS.</b>  | <b>INDIVIDUAL EMAIL ADDRESS</b> | <b>SIGNATURE</b>  |
| RAQUEL M. ARABACA  | ADMINISTRATIVE OFFICER II                    | NONE                                       | N/A                | 0929-345-1447   | deanne.0318@gmail.com           |  |
|  |  |  |                    |   |                                 |   |
|  |  |  |                    |   |                                 |   |
|  |  |  |                    |   |                                 |   |
|  |  |  |                    |   |                                 |   |
| <b>Head of Office/Agency:</b>  |  |  |                    |   |                                 |   |
| <br><b>ALBERTO L. TIBOD JR.</b><br>Signature over Printed Name |  |  |                    |   |                                 |   |
| School Principal   |  |  |                    |   |                                 |   |
| Designation  |  |  |                    |   |                                 |   |
| Office/Agency: DEPARTMENT OF EDUCATION/ MANSASA NATIONAL HIGH SCHOOL   |  |  |                    |   |                                 | Tel. Nos: not functional  |
| Office Address: Jimenez St. Mansasa Tagbilaran City Bohol  |  |  |                    |   |                                 | Office Email Address: 302875@deped.gov.ph   |

**NOMINATION FORM**

| Course Title: <b>PROPERTY AND SUPPLY MANAGEMENT SYSTEM</b> |                           | Date Filed: <b>March 2, 2026</b>                           |             |              |                                   |           |
|--|---------------------------|--|-------------|--------------|-----------------------------------|-----------|
| Date Covered: <b>June 15-17, 2026</b>                      |                           | 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. KARYLANAFE P. MANLANGIT                                 | ADMINISTRATIVE OFFICER II | 1336977  | *06/21/2026 | 09497065921  | karylanafe.manlangit@deped.gov.ph |           |
|  |                           |  |             |              |                                   |           |
|  |                           |  |             |              |                                   |           |
|  |                           |  |             |              |                                   |           |
|  |                           |  |             |              |                                   |           |

Head of Office/Agency:

*[Signature]*  
**JENELOU JOHN F. ISRAEL**  
 Signature over Printed Name  
SCHOOL PRINCIPAL I  
 Designation

Office/Agency: **MANGA NATIONAL HIGH SCHOOL**

Office Address: **TINDALO ST., UBUIAN DISTRICT, TAGBILARAN CITY, BOHOL**

Tel. Nos: **09082074777**

Office Email Address: **manganhs@gmail.com**