



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

**Office of the Schools Division
Superintendent**

July 13, 2026

DIVISION MEMORANDUM
OSDS-2026 -123

To: Administrative Officer II / Public Schools' Property Custodians
Public Elementary and Secondary School Heads
CID and SGOD Chiefs
Education Program Supervisor / Area Consultants
Division Inventory Committee Members
Finance Audit Team / DRRM Officer
All Others Concerned

**TECHNICAL AND FEEDBACK-GIVING WORKSHOP ON THE INVENTORY, FINANCIAL,
DISASTER RISK REDUCTION AND COMPLIANCE MANAGEMENT OF THE RECENTLY
CONCLUDED ANNUAL PHYSICAL CHECKING OF PUBLIC-SCHOOL PROPERTIES AND
FINANCIAL ACCOUNTS**

1. In line with the Division's efforts to ensure accurate and transparent management of public school funds and properties, the Schools Division of Tagbilaran City – Supply, Accounting and Finance Sections, together with the Disaster Risk Reduction and Management Officer, shall conduct a Technical and Feedback-giving Workshop on the Inventory, Financial, Disaster Risk Reduction and Compliance Management of the recently Concluded Annual Physical Checking of Public-School Properties and Financial Accounts conducted from May 4, 2026 to June 28, 2026 pursuant to Division Memorandum no. OSDS-2026-081 dated April 23, 2026. The activity shall be conducted on July 27-28, 2026, from 8:00 AM to 5:00 PM at Gerarda's Family Restaurant, CPG North Ave., Cogan, Tagbilaran City, Bohol. The program of activities is attached for reference.

2. Participants to this activity shall be as follows:

Day 1 – July 27, 2026

- School Principals of the 27 public elementary and secondary schools in the Division
- Administrative Officer II/Public School Property Custodians of the 27 public schools
- Selected Division Office Personnel

Day 2 – July 28, 2026

- Administrative Officer II/Public School Property Custodians of the 27 public schools
- Selected Division Office Personnel

Please refer to the attached list of participants.

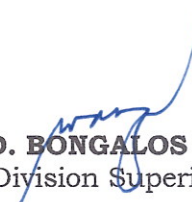


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3. This technical and feedback-giving workshop aims to present consolidated findings and observations gathered during the inventory activity, share audit findings and financial observations from the Finance Audit Team, identify action points and policy enhancements to improve inventory, property, finance and School Disaster Risk Reduction and Management (SDRRM) practices, and provide schools the opportunity to respond to and clarify issues raised during the validation process.

4. All concerned are enjoined to attend and actively participate in this important activity. A registration fee of One Thousand Pesos (PhP 1,000.00) per day per participant will be collected from each participant to cover meals, snacks, venue, and other incidental expenses relative to the conduct of the activity shall be charged against Division MOOE and DRRM Fund for participants from the Division Office and School Funds/MOOE for participants from the schools subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and check to DepEd Division of Tagbilaran City. Participants from schools are highly encouraged to pay the registration fee starting July 14, 2026, or during the conduct of the activity.

5. Immediate and wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMJr/jar



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ACTIVITY MATRIX

TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 1 – July 27, 2026		
7:00 – 8:30 AM	Arrival and Registration of Participants	Supply & Property Unit
8:30 – 8:45 AM	Opening Program (Prayer, Anthems)	Supply & Property Unit Jerelyn T. Tumabang - Conductor
8:45 – 9:15 AM	Welcome Remarks and Statement of Purpose	Aquilino T. Milar Jr. PhD, JD
9:15 – 9:30 AM	Recognition of Participants	Ronilo B. Cañedo
9:30 – 10:20 AM	Inspirational Message	Wilfreda D. Bongalos PhD, CESO V
10:20 – 12:00 AM	Presentation of Validators' Observations: Physical Checking per School, per Issues and Concerns	Japhet A. Revereal/Checker Team
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	Financial Audit Observations	Rosalie A. Tambis/Acctg. Team
2:30 – 2:45 PM	Health Break	
2:45 – 3:45 PM	DRRM related observations and updates	Mr. Jericho L. Yarte
3:45 – 4:30 PM	Schools' Response to Observations	School Heads and School Property Custodians
4:30 – 5:00 PM	Awarding of performing schools during the conduct of 2026 physical checking activities	
DAY 2 – July 28, 2026		
8:00 – 8:30 AM	Opening Program (Prayer, Nationalistic)	Supply & Property Unit
8:30 – 9:30 AM	Property and supply matters discussion and workshop (<i>reorientation of inventory forms, updating the inventory files via one drive</i>)	Supply & Property Unit
9:30 – 10:00 AM	Health Break	
10:00 – 12:00 AM	Financial, budget and other accounting related discussions and workshop	Rosalie A. Tambis/Acctg. Team
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	DRRM related discussions and updates	Mr. Jericho L. Yarte
2:30 – 2:45 PM	Health Break	
2:45 – 4:00 PM	Open Forum	All Participants
4:00 – 5:00 PM	Synthesis and Closing Program	Division Office Personnel

LIST OF PARTICIPANTS

Schools Division Superintendent	Wilfreda D. Bongalos PhD CESO V	
CID Chief	Janet T. Butalid PhD	
SGOD Chief	Maurine C. Castaño	
Legal Officer	Atty. Tammy I. Relampagos	
Administrative Officer V	Aquilino T. Milar Jr. JD, PhD	
Division Accountant	Michelle T. Sagaral PhDM, CPA	
Division Budget Officer	Marife C. Rallos MPA	
School Principals/School Head	Marilyn M. Goti-ay	Bool ES
	Jerry B. Belecina	Booy ES
	Ma Dioscora Sayon	Booy South ES
	Glaiza T. Jala	Cabawan ES
	Editha G. Gone	Cogon ES
	Lorelei G. Anore	City East ES
	Edgar Fernandez	Dampas ES
	Maria Rachel S. Omasas	Dao ES
	Eufe Rhoda R. Galon	Eastern Cogon ES
	Maria Chona B. Roxas	Manga ES
	Basilides Sempron	Mansasa ES
	Eldiebrando Correa	San Isidro ES
	Ma Dulce Alma A. Lopos	Taloto ES
	Felipe D. Epe	Tiptip ES
	Proserpina A. Doroy	TCCES
	Lemuel B. Barol	TCCS SpEd Center
	Clementina A. Gamil	Ubujaan ES
	Eutropia R. Arcayena	City of Tagb. NHS
	Nilo J. Sendrijas	Cogon NHS
	Corazon H. Samuya	DCPNHS JHS
	Joselito Galendo	Manga NHS
	Jonathan D. Membreve	Mansasa NHS
	Alberto L. Tibod	San Isidro NHS
	Legardo R. Palaca Jr.	TCSHS
	Jesilo G. Jala	Taloto NHS
	Jenelou John F. Israel	DCPNHS SHS
	Grace Marie I. Campos	TCHSHI
Property Custodians / Administrative Officer II	Jennifer B. Sarigumba	Bool ES
	Mary Melody G. Ocon	Booy ES
	Sherry Lyn S. Dulalas	Booy South ES
	Anna Mae C. Bellezas	Cabawan ES
	Jan Iris Jane T. Baugbog	Cogon ES
	James Carlo C. Cuanag	City East ES
	Retchel T. Sumampong	Dampas ES
	Fatima Melody P. Ingles	Dao ES
	Marecyl D. Mar	Eastern Cogon ES
	Aireen T. Ciruela	Manga ES
	Laura L. Domingo	Mansasa ES
	Mary June Karen G. Gelomio	San Isidro ES
	Ananias J. Sumaylo	TCCES
	Cesaria Judith T. Digal	TCCS SpEd Center

	Easter Sunday P. Muyco Grace A. Rios Maricel A. Galan Nicanor S. Clavicillas Antonette Oguis Ralph R. Botero Karyl Anafe P. Manlangit Raquel M. Arabaca Jerelyn T. Tumabang Dinah A. Bustamante Ronilo B. Canedo Cristy Mae Abuyabor May Jean E. Curiba	Taloto ES Tiptip ES Ubujan ES City of Tagb. NHS Cogon NHS DCPNHS JHS Manga NHS Mansasa NHS San Isidro NHS TCSHS Taloto NHS DCPNHS SHS TCHSHI
Validators and Checkers	1. Japhet A. Revereal – Property/Supply 2. Karen Y. Gumba – Property/Supply 3. Jose Andrew U. Salise – Property/Supply 4. Engr. Jose C. Mariñas III – ICT/DCP Equipment 5. Dr. Neolita S. Sarabia – LR 6. Simon T. Rios – LR 7. Emily L. Acabo – LR 8. Engr. Jonathan Jacalan – School Buildings 9. Engr. Junicel T. Mancha – School Physical Facilities 10. Christian John L. Capon – Supply/Procurement 11. Jericho L. Yarte – DRRM 12. Gina E. Gamao MPA – Cashier 13. Felisa B. Deligencia – MOOE/Other Funds 14. Rosalie A. Tambis – MOOE/Other Funds 15. Marilou C. Bedrijo – MOOE/Other Funds 16. Angeli Faith V. Pascual – MOOE/Other Funds 17. Jerelyn T. Tumabang – MOOE/Other Funds 18. Kent Chadric H. Evasco – MOOE/Other Funds 19. Ivy Joy R. Barbante MPA – MOOE/Other Funds 20. Chrysostom R. Dalumbar – Assist Budget/MOOE 21. Margarita L. Tejano – Assist Cashier 22. Beverly B. Bagolos – MOOE/Other Funds 23. Rey Kallen A. Rapirap – MOOE/Other Funds 24. Bernadito T. Taguisa – Driver 25. Rodrigo B. Amancio – Driver	

WORKING COMMITTEE

COMMITTEE	ASSIGNED PERSONNEL
AVP (Hymns, Prayers, Presentations)	Jose Andrew U. Salise Jerelyn T. Tumabang – Conductor
Program and Certificates	Japhet A. Revereal
Attendance and Registration	Karen Y. Gumba, Margarita L. Tejano
Venue Preparation (<i>Physical Arrangement</i>)	Ananias J. Sumaylo, Japhet A. Revereal, Jose Andrew U. Salise
Program Host	Nicanor Clavicillas & Mary Melody G. Ocon PhDM
Resource Speakers	Aquilino T. Milar Jr. JD, PhD Japhet A. Revereal / Property Supply Team Michelle T. Sagara PhDM, Marife C. Rallos MPA Rosalie A. Tambis / Budget and Finance Team Jericho L. Yarte / SGOD Team