




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**DIVISION MEMORANDUM**

No. 105, s. 2022

**TO:** SCHOOL HEAD/PRINCIPAL  
ADMINISTRATIVE OFFICER II  
SCHOOL PROPERTY CUSTODIAN  
SCHOOL SUPPLY OFFICER  
ALL OTHERS CONCERNED  
This Division

**FROM:**  FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

**SUBJECT:** ORIENTATION/SEMINAR ON THE INTERNAL CONTROL SYSTEM ON  
PROPERTY AND SUPPLY MANAGEMENT

**DATE:** March 2, 2022

The Department of Education (DepEd) has designed a Training and Development (T&D) Program for its teaching and non-teaching personnel. The T&D provides professional development activities to enhance individual's knowledge, Skills and Attitude (KSA). Moreover, there are updates on the Property and Supply Management that needs to be disseminated to the field in view of COA Circular 2020-006, Re: "Guidelines and Procedures in the conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-Existing/Missing PPE Items, for the One-Time Cleansing of PPE account Balances of Government Agencies".

In this regard, this division will conduct an "**Orientation/Seminar on Internal Control System on Property and Supply Management**" for the division personnel in accordance with their identified learning and development needs and to enable them to perform their functions effectively. The activity will be conducted on March 8, 2022 through the following means, to wit:

- Virtual platform for School Head/Principal, School Property Custodian and School Supply Officer with a Google link [meet.google.com/byw-qjzr-sqe](https://meet.google.com/byw-qjzr-sqe)
- Limited face to face for the Inventory Committee and Administrative Officer II

The objective of this activity aims to strengthen the Supply and Property Management of the Division of Dapitan City.

The identified participants are instructed to accomplish the Google Form and access at <https://forms.gle/Np9gVKNfhZwiZPPH8> for the online registration on or before March 4, 2022.

Department of Education  
Division of Dapitan City

RELEASED

NO 105  
TIME 3:41



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Website:

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During the training, the facilitator will give the activities and shall require outputs as bases for the distribution of the Certificate of Completion.

For queries, you may contact Nancy T. Tendero, Administrative Officer IV, OSDS with Cellphone No. 09108154027.

Immediate and wide dissemination of this Memorandum is desired.



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|-----------------------|--|--|
| <b>Address:</b>       | Sunset Boulevard, Dawo, Dapitan City                           | <b>SGOD-HRDS</b>   |
| <b>Telephone No.:</b> | (65) 908-8242  | <b>Fax No.:</b> (65) 908-8361  |
| <b>Website:</b>       | <a href="http://www.depeddapitan.net">www.depeddapitan.net</a> | <b>Email Address:</b> <a href="mailto:dapitancity@deped.gov.ph">dapitancity@deped.gov.ph</a> |



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REGION IX  
 SCHOOLS DIVISION OF DAPITAN CITY

**Orientation/Seminar on the Internal Control System on Property and Supply  
 Management**  
 March 8, 2022

**List of Participants**

**Participants for (Face-to-face)**


**Venue: DepEd Conference Hall**

| FULL NAME                    | POSITION                                  |
|------------------------------|---|
| TALAOC, OLIVER B.            | ASSISTANT SCHOOLS DIVISION SUPERINTENDENT |
| OLARIO, GEORDITO T.          | ADMINISTRATIVE OFFICER V                  |
| PERONG, JERRY                | EPS I                                     |
| MOHAMETANO, GLENN ELUMBARING | DENTIST II                                |
| BALUCAN, LAURIEL             | ITO                                       |
| TENDERO, NANCY               | ADMINISTRATIVE OFFICER IV                 |
| ALAÑANZA, PETEREK            | LIBRARIAN                                 |
| PADAÑO, MEDAR                | ADAS III                                  |
| ONGANIZA, JUNRY BELONOAC     | ADMINISTRATIVE OFFICER II                 |
| ABILA, RITCHEL               | ADMINISTRATIVE OFFICER II                 |
| GARCIA, JIDELLE              | ADMINISTRATIVE OFFICER II                 |
| ELUMBARING, GRACE BAGALANON  | ADMINISTRATIVE OFFICER II                 |
| AMORES, LORA WENELLA M.      | ADMINISTRATIVE OFFICER II                 |
| LUANG, NERISSA               | ADMINISTRATIVE OFFICER II                 |
| MACAPAÑAS, JHONALYN          | ADMINISTRATIVE OFFICER II                 |
| ELDIAN, MARIBEL              | ADMINISTRATIVE OFFICER II                 |

**Participants for (Online)**

| PARTICIPANTS              |
|---------------------------|
| SCHOOL PROPERTY CUSTODIAN |
| SCHOOL SUPPLY OFFICER     |
| SCHOOL HEAD               |
| SCHOOL PRINCIPAL          |

Prepared by:

  
 NANCY T. TENDERO  
 Administrative Officer IV

Check and reviewed by:

  
 GEORDITO T. OLARIO  
 Administrative Officer V

Recommending Approval:

**OLIVER B. TALAOC**  
 OIC- Asst. Schools Division Superintendent

Approved:

**FELIX ROMY A. TRIAMBULO, CESO V**  
 Schools Division Superintendent

