



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division  
Superintendent

03 NOVEMBER 2023

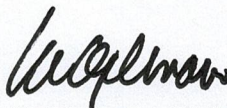

**DIVISION MEMORANDUM**

No. 003 , s. 2023

**2023 DIVISION ORIENTATION-WORKSHOP ON PROPERTY AND SUPPLY  
MANAGEMENT SYSTEM OF ALL ADMINISTRATIVE OFFICER II AND  
SELECT ADMINISTRATIVE ASSISTANT**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY & SECONDARY SCHOOL HEADS  
ADMINISTRATIVE OFFICERS II  
SELECT ADMINISTRATIVE ASSISTANT  
TECHNICAL WORKING GROUP  
ALL OTHERS CONCERNED  
This Division

1. The Department of Education Division of Misamis Oriental, through the Division Property and Supply Unit, will conduct the **2023 Division Orientation-Workshop on Property and Supply Management System of All Administrative Officer II and Select Administrative Assistant** on **November 8-10, 2023** at **Country Village Hotel**.
2. Attached to this Memorandum is the Official List of Participants, Training and Development Matrix, Technical Working Group/ Committees and Program Management Team.
3. This activity is designed to orient all Administrative Officer II and Select Administrative Assistant who were newly designated school property custodians. It shall tackle the importance of property and supply management system which covers details on procurement, delivery, inspection, acceptance, recording and reporting up to disposal of properties.
4. Accommodation, Snacks, Meals and other expenses incurred during the activity shall be charged against Division MOOE while participants' travelling/transportation expenses shall be charged against School MOOE or local funds subject to the usual accounting and auditing rules and procedures.
5. For guidance and strict compliance.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent 

/egpc

| NO. | NAME                              |                    |
|-----|-----------------------------------|--------------------|
| 1   | Ms. Princess May M. Buquis        | Alubijid East      |
| 2   | Ms. Ethel T. Laurio               | Alubijid East      |
| 3   | Ms. Melissa B. Paculba            | Alubijid East      |
| 4   | Ms. Elsie B. Zerna                | Opol West          |
| 5   | Mr. Dexter J. Palasol             | Alubijid East      |
| 6   | Mr. Quint Becker A. Saguing       | Alubijid West      |
| 7   | Ms. Gina G. Revecho               | Lugait             |
| 8   | Ms. Christine Grace E. Tahud      | Opol East          |
| 9   | Ms. Ma. Cecilia D. Acedo          | Balingasag North   |
| 10  | Ms. Merlina R. Dahang             | Balingasag Central |
| 11  | Ms. Crystel B. Itom               | Balingasag North   |
| 12  | Ms. Maricel M. Zulieta            | Balingasag North   |
| 13  | Ms. Juby Marie B. Almario         | Balingasag South   |
| 14  | Ms. Aloha V. Arellano             | Balingasag South   |
| 15  | Ms. Rena R. Galdo                 | Jasaan North       |
| 16  | Ms. Cyndi U. Morandante           | Balingasag North   |
| 17  | Ms. Teresita Y. Pangilinan        | Balingasag Central |
| 18  | Ms. Mary Cindy Z. Valmores        | Balingasag Central |
| 19  | Ms. Harold Mae C. Alviso          | Balingasag North   |
| 20  | Mr. Racky A. Cabasa               | Salay              |
| 21  | Ms. Pinky T. Cueto                | Balingasag Central |
| 22  | Mr. Ronald R. Galeon              | Lagonglong         |
| 23  | Ms. Janmae D. Pabonita            | Balingasag North   |
| 24  | Ms. Mary Grace F. Paderog         | Balingasag South   |
| 25  | Ms. Jennifer Z. Valmoria          | Balingasag South   |
| 26  | Ms. Carlosita P. Lacbay           | Balingoan          |
| 27  | Mr. Rico E. Balbutin, Jr.         | Initao South       |
| 28  | Ms. Gersyl P. Avila               | Claveria Central   |
| 29  | Ms. Jojie L. Bandala              | Claveria Central   |
| 30  | Mr. Lord Ralp D. Aguilor          | Claveria Northeast |
| 31  | Ms. Remelyn L. Galamiton          | Claveria Northeast |
| 32  | Ms. Patricia M. Butron            | Jasaan South       |
| 33  | Mr. Daniel B. Cruz                | MOGCHS             |
| 34  | Ms. Maria Isabel E. Lara          | Claveria Northeast |
| 35  | Ms. Sheila Mae L. Estoque         | Libertad           |
| 36  | Ms. Daisy G. Ipanag               | Villanueva North   |
| 37  | Ms. Janine Ch O. Cabunoc          | Claveria West      |
| 38  | Ms. Jewel Mae G. Saldua           | Claveria West      |
| 39  | Ms. Carmela M. Bacong             | Gitagum            |
| 40  | Ms. Aicel H. Clavecillas          | Gitagum            |
| 41  | Ms. Lilian G. Edmilao             | Gitagum            |
| 42  | Ms. Claudette B. Idnay            | Initao South       |
| 43  | Ms. Lyra S. Tagle                 | Initao North       |
| 44  | Ms. Cherry Mae M. Cañeda          | Initao North       |
| 45  | Ms. Princess Razel M. De La Llana | Jasaan North       |
| 46  | Mr. Bryan Carl R. Paderog         | Jasaan North       |
| 47  | Ms. Irene P. Rayos                | Jasaan North       |
| 48  | Mr. Julius M. Balbido             | Jasaan South       |
| 49  | Ms. Johaina A. Tangoti            | Initao North       |

|    |                               |                      |
|----|-------------------------------|----------------------|
| 50 | Ms. Fely R. Quezon            | MOGCHS               |
| 51 | Ms. Jucel Charity V. Casiño   | Jasaan South         |
| 52 | Ms. Quennie O. Gumahin        | Kinoguitan           |
| 53 | Mr. Ricky M. Ramoso           | Kinoguitan           |
| 54 | Ms. Maria Florita O. Salon    | Kinoguitan           |
| 55 | Ms. Rethel B. Aban            | Lagonglong           |
| 56 | Ms. Jenny R. Carcamo          | Lagonglong           |
| 57 | Ms. Shella Joy A. Ramiro      | Alubijid East        |
| 58 | Ms. Marjorie D. Miso          | Balingasag South     |
| 59 | Ms. Kathleen A. Olmilla       | Laguindingan         |
| 60 | Ms. Christy Joy J. Bacas      | Jasaan South         |
| 61 | Mr. Pocholo Ralph P. Lanozo   | Laguindingan         |
| 62 | Mr. Mario Carlo A. Saguing    | Laguindingan         |
| 63 | Ms. Ailene G. Viente          | Laguindingan         |
| 64 | Ms. Jemar G. Vidal            | Libertad             |
| 65 | Ms. Mary Khoni Y. Lao         | Laguindingan         |
| 66 | Ms. Venus Delos S. Vidal      | Libertad             |
| 67 | Ms. Miljude E. Bala           | Lugait               |
| 68 | Ms. Meldalyn S. Baranggan     | Lugait               |
| 69 | Ms. Jennifer C. Ariasa        | Alubijid East        |
| 70 | Ms. Rosel C. Bugay            | Lugait               |
| 71 | Ms. Jovela Gracia L. Omas-as  | Lugait               |
| 72 | Ms. Roxanne Marie L. Japson   | Magsaysay 2          |
| 73 | Ms. Mylene C. Ratilla         | Magsaysay 2          |
| 74 | Ms. Fatima B. Baraocal        | Magsaysay 1          |
| 75 | Mr. Denny Wray C. Daguimol    | Magsaysay 1          |
| 76 | Ms. Carol Joy C. Mapute       | Magsaysay 2          |
| 77 | Ms. Lovelle B. Arbizo         | Manticao             |
| 78 | Ms. Prince Rose V. Cañeda     | Manticao             |
| 79 | Ms. DG May T. Ibarat          | Manticao             |
| 80 | Ms. Gerlyn O. Pasco           | Manticao             |
| 81 | Mr. Raven Emmanuel C. Navarez | Manticao & Opol West |
| 82 | Mr. William G. Gumanit        | Medina South         |
| 83 | Ms. Junalene B. Joson         | Medina North         |
| 84 | Mr. Marciano Olaco            | Medina North         |
| 85 | Ms. Dulce Cristina C. Siarez  | Medina South         |
| 86 | Ms. Lovely Therese H. Beja    | Medina North         |
| 87 | Ms. Lovely G. Quintana        | Medina North         |
| 88 | Ms. Rubie Joy P. Baring       | Tagoloan West        |
| 89 | Mr. Bernard S. Beltis         | Tagoloan West        |
| 90 | Ms. Christal Mae M. Gonzales  | Alubijid West        |
| 91 | Mr. Kyrden Cyril G. Dacalos   | Division Office      |
| 92 | Ms. Cherry Rose O. Quezon     | MOGCHS               |
| 93 | Ms. Grazielle B. Leotero      | Naawan               |
| 94 | Ms. Irish T. Pepito           | Naawan               |
| 95 | Ms. Mercy P. Ramos            | Naawan               |
| 96 | Ms. Leslie J. Yap             | Naawan               |
| 97 | Ms. Roxan F. Aliboyog         | Opol East            |
| 98 | Mr. Roj Al Jamir A. Janubas   | Opol West            |
| 99 | Ms. Nerissa Amor B. Lumayog   | Opol West            |

|     |                                    |                    |
|-----|------------------------------------|--------------------|
| 100 | Ms. Melody Mabelle P. Pestillos    | Opol East          |
| 101 | Mr. Patrick James S. Rabe          | Opol East          |
| 102 | Ms. Charles C. Cagaanan            | Opol West          |
| 103 | Ms. Jeanette L. Duat               | Opol West          |
| 104 | Ms. Anna Mae A. Ocio               | Alubijid West      |
| 105 | Mr. Rowell B. Sagarino             | Laguindingan       |
| 106 | Ms. Cecil Emely D. Paler           | Gitagum            |
| 107 | Mr. Paul Dominic F. Saa            | Initao South       |
| 108 | Ms. Gladys M. Salvador             | Libertad           |
| 109 | Mr. John Paul L. Palamine          | Salay              |
| 110 | Ms. Audrey Faye P. Aguhar          | Sugbongcogon       |
| 111 | Ms. Mariam B. Halup                | Sugbongcogon       |
| 112 | Ms. Analou B. Quiblat              | Laguindingan       |
| 113 | Ms. Sandra Lea S. Jimenez          | Sugbongcogon       |
| 114 | Ms. Joy E. Ragandang               | Tagoloan West      |
| 115 | Mr. Pete John Nesty B. Pongcol     | Tagoloan West      |
| 116 | Ms. Jesamae A. Emlano              | Tagoloan West/East |
| 117 | Ms. Levy A. Enovero                | Tagoloan East      |
| 118 | Ms. Teosel Ramos                   | Tagoloan West      |
| 119 | Ms. Catherine S. Manuta            | Tagoloan West      |
| 120 | Ms. Charisse M. Enterina           | Talisayan          |
| 121 | Ms. Gladjori B. Cordova            | Tagoloan East      |
| 122 | Ms. Cindy Karl S. Dela Peña        | Opol West          |
| 123 | Ms. Ludmilla D. Salvaña            | Talisayan          |
| 124 | Mr. John Victor E. Enovero         | Villanueva North   |
| 125 | Ms. Eva Rose S. Lumahang           | Villanueva North   |
| 126 | Ms. Helpa Z. Virtudazo             | Villanueva North   |
| 127 | Ms. Jeneth S. Buot                 | Villanueva South   |
| 128 | Ms. Maricar D. Pabatao             | Villanueva South   |
| 129 | Mr. Paul Millard Muring            | ADAS               |
| 130 | Ms. Vicky Q. Nulo                  | ADAS               |
| 131 | Ms. Ceres Estorba                  | ADAS               |
| 132 | Mr. Jeorvis Pestillos              | ADAS               |
| 133 | Ms. Maricel Etor                   | ADAS               |
| 134 | Ms. Sheila Mae Labial              | ADAS               |
| 135 | Mr. Albert Fermo                   | ADAS               |
| 136 | Ms. Lovely Tagarda                 | ADAS               |
| 137 | Ms. Gladys Caburnay                | ADAS               |
| 138 | Ms. Marcelina Cailing              | ADAS               |
| 139 | Ms. Amia delos Santos              | ADAS               |
|     | <b>TWG/PMT/Committees</b>          |                    |
| 140 | SDS EDILBERTO L. OPLENARIA         | DO                 |
| 141 | ASDS ERLINDA G. DAEL               | DO                 |
| 142 | Ms. Janice Lourdes S. Resurreccion | DO                 |
| 143 | Ms. Eleonor P. Cruz                | DO                 |
| 144 | Mr. Mark Lorren T. Tejano          | DO                 |
| 145 | Mr. Elmar G. Anoc                  | DO                 |
| 146 | Mr. Arnil N. Caracho               | DO                 |
| 147 | Ms. Julieta M. Borlado             | DO                 |
| 148 | Ms. Arlene Valmores                | DO                 |

|     |                           |        |
|-----|---------------------------|--------|
| 149 | Mr. Sandy L. Simo         | DO     |
| 150 | Mr. Kristoffer C. Galarpe | DO     |
| 151 | Ms. Cherie K. Rubiato     | DO     |
| 152 | Ms. Cindy C. Ancheta      | DO     |
| 153 | Ms. Ritchelyn P. Balbutin | DO     |
| 154 | Nurse On Duty             | DO     |
| 155 | Mr. Freddiejun T. Delig   | DO     |
| 156 | Mr. Jay Anthony Pactos    | DO     |
| 157 | Mr. Irben Ray Baguio      | MOGCHS |
| 158 | Ms. Michelle Bergantinos  | INCHS  |
| 159 | Mr. Jay Navarro           | MNCHS  |



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**TRAINING & DEVELOPMENT MATRIX**

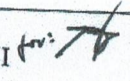
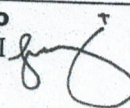
**A. Training Information**

|                              |   |
|------------------------------|---|
| Title of Training or Program | <b>2023 DIVISION ORIENTATION-WORKSHOP ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM OF ALL ADMINISTRATIVE OFFICER II AND SELECT ADMINISTRATIVE ASSISTANT</b>   |
| Description                  | This activity is designed to orient all Administrative Officer and Select Administrative Assistant who were newly designated school property custodian. It tackles the importance of property and supply management system which covers details on procurement, delivery, inspection, acceptance, recording and reporting up to disposal of properties. |
| Proposed Training Date/s     | November 8-10, 2023   |
| No. of Training Hours        | 24 hours  |
| Target Participants          | 159 participants  |

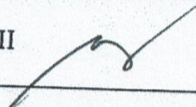
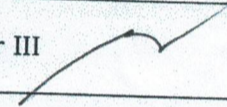
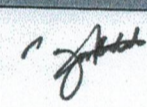
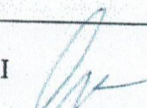
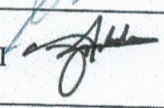
**B. Matrix**

**DAY 1 – NOVEMBER 8, 2023**


| Time                   | Activity/Topic  | Person-In-Charge   |
|------------------------|---|--|
| 7:00 a.m. – 9:00 a.m.  | <b>Arrival/Registration</b>   | Registration Committee/Secretariat   |
| 9:00 a.m. – 10:00 a.m. | <b>Preliminaries:</b><br>National Anthem<br>Opening Prayer<br>Roll-Call of Participants<br><br>Welcome Message<br><br>Inspirational Message<br><br>Background on Property Supply Management   | AVP<br>AVP<br><b>Janice Lourdes S. Resurreccion</b> <i>for: J. S. 10/19/23</i><br>Administrative Officer V<br><b>Erlinda G. Dael, PhD, CESE</b> <i>10/19/23</i><br>Asst. Schools Division Superintendent<br><b>Edilberto L. Oplenaria, EdD, CESO V</b><br>Schools Division Superintendent<br><b>Eleonor P. Cruz</b> <i>10/19/23</i><br>Administrative Officer IV/Supply Officer II |
| 10:00 a.m. – 12:00 nn  | <b>COA Circular No. 2022-004</b><br>Guidelines on the Implementation of RA No. 11639 also known as the General Appropriation Act for FY 2022 Relative to the increase in the Capitalization Threshold from P15,000.00 to P50,000.00 | <b>Eleonor P. Cruz</b> <i>10/19/23</i><br>Administrative Officer IV/Supply Officer II  |
| 12:00 nn – 1:00 p.m.   | <b>HEALTH/LUNCH BREAK</b>   |  |
| 1:00 p.m. – 2:00 p.m.  | <b>DepEd Order No. 001 s. 2023</b><br>(Revised Designation of Undersecretaries and Assistant Secretaries to Their Strands and Functional areas of Responsibilities and Revised Signing Authorities)                                 | <b>Mark Lorren T. Tejano</b> <i>10/19/23</i><br>Administrative Officer V/Budget Officer III  |

|                       |   |  |
|-----------------------|---|--|
| 2:00 p.m. – 3:00 p.m. | <b>Procurement- PPMP, APP, Philgeps &amp; Mode of Procurement</b>               | <b>Jennifer C. Ariasa</b><br>Administrative Officer II    |
| 3:00 p.m. – 4:00 p.m. | <b>Delivery, Inspection and Acceptance</b><br>(D.O. 41 s. 2021/D.O. 27 s. 2020) | <b>Mary Khoni Yamis-Lao</b><br>Administrative Officer II  |
| 4:00 p.m. – 5:00 p.m. | <b>Workshop</b><br>GAM forms – IAR & PR<br>Annex B to M<br><b>Open Forum</b>    |  |

**DAY 2 – NOVEMBER 9, 2023**

| <b>Time</b>             | <b>Activity/Topic</b>   | <b>Person-In-Charge</b>  |
|-------------------------|---|--|
| 8:00 a.m. – 8:30 a.m.   | <b>Recapitulation of Day 1</b>  |  |
| 8:30 a.m. – 9:30 a.m.   | <b>Inventory Taking, Recording &amp; Maintaining of SC, PC &amp; SEPC</b>   | <b>Arlene C. Valmores</b><br>Administrative Officer III     |
| 9:30 a.m. – 10:00 a.m.  | <b>Workshop/Submission of Outputs</b><br>SC, PC & SEPC  |  |
| 10:00 a.m. – 11:00 a.m. | <b>Preparation of Issuance Documents (RIS, PAR &amp; ICS)</b>   | <b>Arlene C. Valmores</b><br>Administrative Officer III   |
| 11:00 a.m. – 12:00 nn   | <b>Workshop/Submission of Outputs</b>   |  |
| 12:00 nn – 1:00 p.m.    | <b>WORKING LUNCH</b>  |  |
| 1:00 p.m. – 2:30 p.m.   | <b>Guidelines on the Conduct of Inventory Taking</b><br><b>Preparation of RPCI, RPCPPE &amp; RPCSP including UACS</b> | <b>Julieta M. Borlado</b><br>Administrative Assistant II  |
| 2:30 p.m. – 3:00 p.m.   | <b>Workshop/Submission of Outputs: RPCI, RPCPPE, PPCSP</b>  |  |
| 3:00 p.m. – 3:45 p.m.   | <b>Request Relief of Accountability</b>   | <b>Arnil N. Caracho</b><br>Administrative Assistant II    |
| 3:45 p.m. – 4:30 p.m.   | <b>Fidelity Bonding and GSIS Insurance</b>  | <b>Julieta M. Borlado</b><br>Administrative Assistant II  |
| 4:30 p.m. – 5:00 p.m.   | <b>Open Forum</b>   |  |

**DAY 3 – NOVEMBER 10, 2023**

| <b>Time</b>           | <b>Activity/Topic</b>                                 | <b>Person-In-Charge</b>   |
|-----------------------|---|---|
| 8:00 a.m. – 8:30 a.m. | <b>Recapitulation of Day 1</b>                        |   |
| 8:30 a.m. – 9:00 a.m. | <b>Other Modes of Acquiring Government Properties</b> | <b>Eleonor P. Cruz</b><br>Administrative Officer IV/Supply Officer II  |

|                         |  |   |
|-------------------------|--|---|
| 9:00 a.m. – 10:00 a.m.  | <b>RSPI on Liquidation</b><br><b>Property Custodianship on Financial Management Work</b> | <b>Elmar G. Anoc, CPA</b><br>Accountant III                           |
| 10:00 a.m. – 11:00 a.m. | <b>Demolition of School Building</b>   | <b>Sandy L. Simo</b><br>Engineer III                                  |
| 11:00 a.m. – 12:00 nn   | <b>Disposal of Properties</b>  | <b>Mary Khoni Yamis-Lao</b><br>Administrative Officer II              |
| 12:00 nn – 1:00 p.m.    | <b>HEALTH/LUNCH BREAK</b>  |   |
| 1:00 p.m. – 2:00 p.m.   | <b>Transfer of Properties</b>  | <b>Eleonor P. Cruz</b><br>Administrative Officer IV/Supply Officer II |
| 2:00 p.m. – 3:00 p.m.   | <b>Workshop</b><br>WMR/IIRUSP/IIRUP/PTR/ITR  |   |
| 3:00 p.m. – 4:00 p.m.   | <b>Open Forum</b>  |   |
| 4:00 p.m. – 5:00 p.m.   | <b>Closing Ceremony</b>  |   |

### C. Program Management Team

| Function                       | Name                                  | Designation  |
|--------------------------------|---------------------------------------|--|
| Program Management Team Leader | Eleonor P. Cruz                       | Administrative Officer IV                          |
| Program Management Asst Leader | Arlene C. Valmores                    | Administrative Officer III                         |
| Venue & Logistics Coordinator  | Arnil N. Caracho                      | Administrative Assistant II                        |
| Programme Officer              | Julieta M. Borlado                    | Administrative Officer II                          |
| Food and Accommodation Officer | Mary Khoni Y. Lao                     | Administrative Assistant II                        |
| Technical Officer              | Pocholo Ralph P. Lanozo               | Administrative Officer II                          |
| Registration Officer           | Kristoffer C. Galarpe                 | Administrative Assistant III                       |
| Monitoring and Evaluation      | Cherie K. Rubiato<br>Cindy C. Ancheta | Supply Office Personnel<br>Supply Office Personnel |

Prepared By:

**ELEONOR P. CRUZ**  
Admin. Officer IV/Supply Officer II

Reviewed By:

**IRISH KARYLLE D. MONTE, PhD.**  
SEPS -HRD

Noted By:

**JANICE LOURDES S. RESURRECCION**  
Administrative Officer V

Approved

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

ELO/EPC/acv