

DIVISION MEMORANDUM:

No. 541 s. 2018

DISTRICT PROPERTY CUSTODIANS  
SECONDARY SCHOOL PROPERTY CUSTODIANS  
IMPLEMENTING UNIT CUSTODIANS  
SELECTED ELEMENTARY SCHOOL PROPERTY CUSTODIANS  
CENTRAL SCHOOL PROPERTY CUSTODIANS  
INTEGRATED SCHOOL CUSTODIANS  
SENIOR HIGH SCHOOL CUSTODIANS  
DIVISION SPEAKER & FACILITATORS

FROM:   
RANDOLPH B. TORTOLA  
Schools Division Superintendent

DATE: September 20, 2018

SUBJECT: DIVISION ANNUAL SEMINAR WORKSHOP ON SUPPLY AND PROPERTY MANAGEMENT  
CUM ORIENTATION ON THE PROCUREMENT, DELIVERY, INSPECTION, AND  
ACCEPTANCE OF TEXT AND NON-TEXT BASED LEARNING RESOURCES

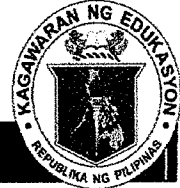
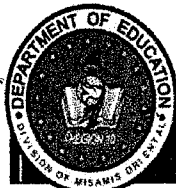
The Department of Education (DepEd) Division of Misamis Oriental is going to hold a **Division Annual Seminar Workshop on Supply and Property Management cum Orientation on the Procurement, Delivery, Inspection and Acceptance of Text and Non-Text Based Learning Resources** on October 1-2, 2018 – Batch 1 and October 3-4, 2018 – Batch 2. Registration starts at 7:30 AM – 8:00 AM. Venue of the said seminar will be *at Minkay Midway Beach Resort, Initao, Misamis Oriental.*

The objective of this seminar is to establish a sound Internal Control with the presence of check and balance in every school within the division in connection with their respective procurement chargeable against the downloaded funds and discuss also other matters relative to property inventory and to orient the participants on the guidelines in the procurement, delivery, inspection, acceptance, rejection, proper care and storage of text and non-text-based learning resources and properties.

List of participants is attached to this Memorandum.

Details of travelling expenses are as follows:

1. District Property Custodians and Central School Property Custodians participants charged to Central School's MOOE;
2. Secondary School Property Custodians participants charged to Secondary School's MOOE;
3. Implementing Unit Custodians participants charged to IU's MOOE;
4. Selected Elementary School Property Custodians participants charged to Elementary School MOOE;
5. Integrated School Custodians participants charged to School IS MOOE;



6. Senior High School Custodians participants charged to SHS MOOE;
7. Division Speakers and Facilitators participants charged to Division MOOE.

**Participants are requested to bring the following:**

- a. Copy of Designation as School Property Custodian
- b. Accomplished Annex 1 and Annex 2 of this memorandum by district
- c. Soft copies of RPCI & RPCPPE

**District Property Custodians shall submit Consolidated**

Snacks, meals and other expenses incurred during the activity shall be charged against the Division MOOE subject to usual accounting and auditing regulations and policies.

Please be guided accordingly.

**Batch 1**

**PARTICIPANTS FOR THE DIVISION ANNUAL -SEMINAR WORKSHOP ON SUPPLY AND PROPERTY MANAGEMENT CUM ORIENTATION ON THE PROCUREMENT, DELIVERY, INSPECTION, AND ACCEPTANCE OF TEXT AND NON-TEXT BASED LEARNING RESOURCE ON OCTOBER 1-2,2018.**

**ALUBIJID DISTRICT**

|                                  |                               |                             |
|----------------------------------|-------------------------------|-----------------------------|
| 1                                | Alubijid CS                   | Ray Z. Neri                 |
| 2                                | Baybay ES                     | Merope M. Valle             |
| 3                                | Benigwayan ES                 | Elnora B. Navarro           |
| 4                                | Calatcat ES                   | Marites L. Mañas            |
| 5                                | Lagtang ES                    | Eugene J. Payla             |
| 6                                | Lanao ES                      | Bedida E. Ibonia            |
| 7                                | Loguilo ES                    | Carmelita D. Gagno          |
| 8                                | Lumbo ES                      | Ardie J. Galuno             |
| 9                                | Molocboloc ES                 | Susa A. Galono              |
| 10                               | Talaba ES                     | Aileen Marie J. Magriña     |
| 11                               | Taparak ES/IS                 | Norlin V. Pateño            |
| 12                               | Tugasnon ES                   | Lourie Lae Paz Z. Imbong    |
| 13                               | Tula ES                       | Jerrylyn B. Barce           |
| 14                               | Sampatulog IS (sec)           | Daryl P. Absin              |
| 15                               | Sungay IS                     | Leonil E. Magsalay          |
| 16                               | Lourdes Alubijid NHS          | Elvie L. Taclindo           |
| 17                               | Alubijid NCHS                 | Ethel T. Laurio             |
| 18                               | Alubijid SHS                  | Arlene C. Valmores          |
| 19                               | Alubijid DPC                  | Cesar C. Abalde             |
| <b>BALINGASAG NORTH DISTRICT</b> |                               |                             |
| 20                               | Balingasag Central School/DCP | Gil Maida G. Ladera         |
| 21                               | Lantad ES                     | Angeline Nulo               |
| 22                               | Kibanban ES/IS                | Helen G. Yecyec             |
| 23                               | Kibalus ES                    | Daisy Marie S. Abcede       |
| 24                               | Quezon ES/IS                  | Ruvilla J. Ragas            |
| 25                               | San Francisco ES              | Mary Grace A. Pabelonio     |
| 26                               | Lantad IS                     | Esther Gadot                |
| 27                               | Calawag IS                    | Aries F. Borres             |
| 28                               | SHS within Mambayaan ES       | Jennelaiza A. Juban         |
| 29                               | Misamis Oriental NHS          | Bruno I. Valenzuela Jr.     |
| 30                               | San Isidro NHS-SHS            | Gemina Cabanes              |
| <b>BALINGASAG SOUTH DISTRICT</b> |                               |                             |
| 31                               | Bagaay ES                     | Jovencito T. Babasol        |
| 32                               | Balagnan ES                   | Lucille Timbal              |
| 33                               | Baliwagan Central School/DPC  | Arne G. Ladica              |
| 34                               | Blanco ES                     | Elsie C. Queroyla           |
| 35                               | Camuayan ES                   | Joebert A. Labu             |
| 36                               | Dansuli ES                    | Chona E. Hallasgo           |
| 37                               | Rosario ES                    | Marivic U. Villanueva       |
| 38                               | Samay ES                      | Christian Emerson L. Estaño |
| 39                               | Sulo ES                       | Cristopher Y. Magbago       |
| 40                               | Talusan ES                    | Judith R. Cocamas           |
| 41                               | Linabu IS                     | Jheryl F. Guibelondo        |
| 42                               | Baliwagan NHS                 | Marissa T. Lumacad          |
| 43                               | San Juan NHS-SHS              | Rosalita P. Estaño          |
| 44                               | Rosario NHS                   | Agosto S. Carumba           |
| 45                               | Baliwagan SHS                 | Maria Elena G. Paderog      |
| <b>CLAVERIA 1 DISTRICT</b>       |                               |                             |
| 46                               | Ane-I ES                      | Raquel R. Pausal            |

|    |                            |                          |
|----|----------------------------|--------------------------|
| 47 | Bangonbangon ES            | Annabelle N. Enerio      |
| 48 | Claveria CS                | Ma. Aires Q. Bagayna     |
| 49 | Kanangkaan ES              | Marish Flor B. Ugsod     |
| 50 | Minsacuba ES               | Carolyn T. Casino        |
| 51 | Punong ES                  | Marylour N. Neri         |
| 52 | Sta. Cruz ES               | Bonita S. Tendero        |
| 53 | Lambagohon ES              | Jennifer L. Abonitalla   |
| 54 | Kalawitan ES               | Juliet B. Rabuza         |
| 55 | DG Sabal MNHS-SHS          | Danilo C. Casiño         |
| 56 | Patrocinio NHS             | Jennie B. Daluz          |
| 57 | Hinaplanaan NHS-SHS        | Ramil F. Adubal          |
| 58 | Claveria 1 DPC             | Armando P. Somido        |
|    | <b>CLAVERIA 2 DISTRICT</b> |                          |
| 59 | Aposkahoy I ES             | Sheene Galendez          |
| 60 | Aposkahoy II ES            | Jenelyn Budiongan        |
| 61 | Bulahan ES                 | Joel Ellevera            |
| 62 | Don Gregorio Pelaez ES     | Jocelyn Fabre            |
| 63 | Linandang ES               | Mary Rose J. Cena        |
| 64 | Madaguig ES                | Martiniano Fermo         |
| 65 | Malunsagay ES              | Joseph Enerlan           |
| 66 | Man-Ibay ES                | Christine Arellano       |
| 67 | Mat-I Claveria CS          | Florencio A. Virador Jr. |
| 68 | Minalwang ES/IS            | Demetria Reponte         |
| 69 | Panampawan ES              | Evangelyn Arazo          |
| 70 | Parmbugas ES               | Juanito L. Caderao       |
| 71 | Rizal ES                   | Pretzel Carillo          |
| 72 | Tamboboan ES               | Maricel Tagud            |
| 73 | Tipolohon ES               | Juliet Egagamao          |
| 74 | Bulahan IS                 | Emma B. Himalao          |
| 75 | Luna IS                    | Alcuin C. Cahayagan      |
| 76 | Rizal NHS                  | Brian B. Bajuyo          |
| 77 | Aposkahoy NHS-SHS          | Jethro Mark B. Cabaluna  |
| 78 | Mat-I Claveria NHS - SHS   | Milchisedic J. Tagarda   |
| 79 | Malagana NHS -SHS          | Jean Mithy M. Oga        |
| 80 | Claveria 2, DPC            | Mequias W. Pamisa        |
|    | <b>INITAO DISTRICT</b>     |                          |
| 81 | Aluna ES                   | Jotham Galarroza         |
| 82 | Andales ES/IS              | Gerald Barcelo           |
| 83 | Casilihon ES               | Luna Mae Noche E. Balaba |
| 84 | Initao CS/DPC              | Adelia R. Cabillan       |
| 85 | Kalacapan ES               | Rudylyn A. Minoza        |
| 86 | Kamelon ES                 | Helen G. Monreal         |
| 87 | Oguis ES                   | Ruby V. Margaja          |
| 88 | Pagahan ES                 | Gemma M. Jalagat         |
| 89 | Pontacon ES                | Mainere Hervic B. Yamaro |
| 90 | San Pedro ES               | Ruth E. Mabini           |
| 91 | Sinalac ES                 | Ritchie C. Ratunil       |
| 92 | Tagpaco ES                 | Reywin M. Tacbobo        |
| 93 | Tawantawan IS              | Jasmine B. Benedicto     |
| 94 | Kalacapan NHS -SHS         | Richelle G. Bondaug      |
| 95 | INCHS - SHS                | Francita M. Trani        |
|    | <b>JASAAN DISTRICT</b>     |                          |
| 96 | Jasaan CS                  | Glenn B. Doong           |
| 97 | Corrales ES                | Marlon S. Cayao          |

|     |                              |                          |
|-----|------------------------------|--------------------------|
| 98  | Ignacio S. Cruz ES           | Ildefonso A. Lagria, Jr. |
| 99  | Kimamaon ES                  | Maricil C. Llausas       |
| 100 | San Isidro ES                | Jeffrey S. Ganzan        |
| 101 | Aplaya NHS                   | Millard A. Sacuan        |
| 102 | Bobontugan NHS               | Antonia C. Pollescas     |
| 103 | Danao NHS - SHS              | Christine G. Tadlas      |
| 104 | Jasaan NHS - SHS             | Doris E. Balcueva        |
| 105 | Jasaan DPC                   | Alfredo A. Adis          |
|     | <b>KINOGUITAN DISTRICT</b>   |                          |
| 106 | Bauk-bauk ES                 | Jovelyn L. Querequere    |
| 107 | Biray ES                     | Cheryl J. Mabelin        |
| 108 | Bolisong ES                  | Flozelyn C. Abogaa       |
| 109 | Campo ES                     | Wendell Aboy             |
| 110 | Esperanza ES                 | Elenita R. Pabellan      |
| 111 | Kauswagan ES                 | Helie Jane Valmoria      |
|     | Kinoguitan CS/SHS w/in       |                          |
| 112 | Kinoguitan CS                | Venus A. la Victoria     |
| 113 | Mantangale ES                | Maricel I. Rayos         |
| 114 | Mapua ES                     | Caroline Sarah B. Nagac  |
| 115 | Panabol ES                   | Ma. Teddy O. Salvani     |
| 116 | San Alonzo ES                | Bonita R. Dinorog        |
| 117 | Sumalag ES                   | Judith T. Zapico         |
| 118 | Suarez ES                    | Ma. Davenyl Q. Marban    |
| 119 | Calubo IS                    | Chrisine H. Valmoria     |
| 120 | Kabulakan IS                 | Cristina Pateno          |
| 121 | KNAHS - SHS                  | Generoso G. Pateno       |
|     | Esperanza NHS/SHS w/in       |                          |
| 122 | Esperanza ES                 | Consesa D. Ebdao         |
| 123 | Balingoan CS                 | Daisy G. Awitan          |
| 124 | Mantangale NHS               | Vivia P. Namata          |
| 125 | SHS within Mantangale ES     | Joy G. Macapundag        |
| 126 | Kinoguitan DPC               | Jefferson C. Cena        |
|     | <b>LAGONGLONG DISTRICT</b>   |                          |
| 127 | Gaston ES                    | Abigael M. Suazo         |
| 128 | C. Gadrinab ES               | Joey O. Valdez           |
| 129 | Lagonglong CS                | Liza N. Dahilan          |
| 130 | Lumbo ES                     | Aquilina A. Paelden      |
| 131 | Manaol ES                    | Honilyn L. Redondo       |
| 132 | Lumbo NHS                    | Ivy Joy D. Daguit        |
| 133 | Dampil NHS                   | Georgia H. Yamson        |
| 134 | SHS within Lagonglong CS     | Catherine T. Macalipay   |
| 135 | Lagonglong DPC               | Herbert G. Flores        |
|     | <b>LAGUINDINGAN DISTRICT</b> |                          |
| 136 | Aromahon ES                  | Nimfa C. Tinoy           |
| 137 | Gasi ES                      | Luz T. Daniel            |
| 138 | Laguindingan CS              | Randy A. Entera          |
| 139 | Lapad ES                     | Amie R. Canon            |
| 140 | Liberty ES                   | Virgie A. Magdale        |
| 141 | Sambulawan ES                | Bethel Jane P. Llera     |
| 142 | Moog ES                      | Joy G. Virtudazo         |
| 143 | Laguindingan NHS             | Philmie L. Giron         |
| 144 | Laguindingan SHS             | Shayne Yannah Magdugo    |
| 145 | Kibaghot NHS - SHS           | Charlou S. Janolino      |
| 146 | Laguindingan DPC             | Edgar Y. Padero          |

|     | <b>LUGAIT DISTRICT</b> |                     |
|-----|------------------------|---------------------|
| 147 | Aya-aya ES             | Cecelia B. Gargoles |
| 148 | Betahon ES             | Maricel G. Tingkang |
| 149 | Lugait CS              | Janice S. Madrona   |
| 150 | Talacogon ES           | Elnora C. Lopoy     |
| 151 | Kaluknayan ES          | Judelyn P. Nellama  |
| 152 | Lugait NHS             | Ralph T. Maligro    |
| 153 | Lugait SHS (Tesda)     | Arnita Fernandez    |
| 154 | Lugait DPC             | Rommel Anorico      |
| 155 | MOGCHS-MOGCHS SHS      | Grace D. Gamolo     |

**SPEAKERS AND FACILITATOR FOR THE DIVISION ANNUAL -SEMINAR WORKSHOP ON SUPPLY AND PROPERTY MANAGEMENT CUM ORIENTATION ON THE PROCUREMENT, DELIVERY, INSPECTION, AND ACCEPTANCE OF TEXT AND NON-TEXT BASED LEARNING RESOURCE ON OCTOBER 1-2,2018.**

|     |                 |                                |
|-----|-----------------|--------------------------------|
| 156 | Division Office | Eleonor P. Cruz                |
| 157 | Division Office | Arnil N. Caracho               |
| 158 | Division Office | Cherryl B. Valmores            |
| 159 | Division Office | Bernadette P. Samaco           |
| 160 | Division Office | Mark Lorren T. Tejano          |
| 161 | Division Office | Kristoffer Galarpe             |
| 162 | Division Office | Sandy L. Simo                  |
| 163 | Division Office | Norberto E. Rosales            |
| 164 | Division Office | Freddiejun T. Delig            |
| 165 | Division Office | Loucille L. Paclar             |
| 166 | Division Office | Atty Ronald Macalos            |
| 167 | Division Office | Gerry P. Madrid                |
| 168 | Division Office | Celieta Magsayo                |
| 169 | Division Office | Kim Eric Lubguban              |
| 170 | Division Office | Rodgelyn Amante/Amabel Huguete |
| 171 | Division Office | Richielyn Pepito               |

**Batch 2**



**PARTICIPANTS FOR THE DIVISION ANNUAL -SEMINAR WORKSHOP ON SUPPLY AND PROPERTY MANAGEMENT CUM ORIENTATION ON THE PROCUREMENT, DELIVERY, INSPECTION, AND ACCEPTANCE OF TEXT AND NON-TEXT BASED LEARNING RESOURCE ON OCTOBER 3-4, 2018**

| <b>LIBERTAD DISTRICT</b>    |                     |                        |
|-----------------------------|---------------------|------------------------|
| 1                           | Burnay ES           | Isaell Canoy           |
| 2                           | Cogon ES            | Janeth Cuizon          |
| 3                           | Dulong ES           | Laarni B. Llandino     |
| 4                           | Gimaylan ES         | Merlina Cabanlit       |
| 5                           | Gitagum CS          | Elmer Llubia           |
| 6                           | G. Pelaez ES/IS     | Cristlyn M. Vacalares  |
| 7                           | Kimalok ES          | Mary Ann Farah A. Lee  |
| 8                           | Libertad CS/DPC     | Requerme G. Prantilla  |
| 9                           | Lubluban ES         | Lorien J. Magallanes   |
| 10                          | Natalio Bongcas ES  | Anna Marie L. Lucero   |
| 11                          | Pangayawan ES       | Cherry Roxas           |
| 12                          | Tangkub ES          | Jovelyn B. Jamorol     |
| 13                          | Ulab ES             | La Yane                |
| 14                          | Retablo ES          | May Claudin Quitariano |
| 15                          | Talao ES            | Ralfie Mojado          |
| 16                          | Quezon ES           | Nancy Democer          |
| 17                          | Matangad NHS - SHS  | Jovanie A. Labis       |
| 18                          | Libertad NHS-SHS    | Mary Joy M. Magdadaro  |
| <b>MAGSAYSAY 1 DISTRICT</b> |                     |                        |
| 19                          | Cabalawan ES        | Glenn O. Taer          |
| 20                          | Cabantian ES        | Carina C. Labial       |
| 21                          | Cabubuhan ES        | Liezel S. Aquino       |
| 22                          | Damayohan ES        | Sonia L. Barnes        |
| 23                          | Magsaysay CS/DPC    | Ricille R. Acheron     |
| 24                          | Mindulao ES         | Loida T. Calamba       |
| 25                          | San Vicente ES      | Jenefer B. Mahusay     |
| 26                          | Tibon-tibon ES      | Junel A. Capirig       |
| 27                          | Villa Felipa ES     | Shearon P. Suazo       |
| 28                          | Cabalawan IS        | Glenn T. Oyog          |
| 29                          | Damayohan NHS       | Gery G. Virtudazo      |
| <b>MAGSAYSAY 2 DISTRICT</b> |                     |                        |
| 30                          | Abunda ES/IS        | Reyfrid Miral          |
| 31                          | Artadi ES           | Sheryl B. Aquino       |
| 32                          | Bonifacio Aquino ES | Vivia del Rosario      |
| 33                          | Gumabon ES          | Gaudioso Llanto Jr.    |
| 34                          | Katipunan ES        | Melodina L. Agan       |
| 35                          | Kibungsod CS        | Ruben R. Torion        |
| 36                          | Kimaya ES           | Janita R. Cabrera      |
| 37                          | Mahayahay ES        | Ramon O. Manzano       |
| 38                          | Sta. Cruz ES        | Emmanuel Babida        |
| 39                          | Tinaan ES           | Edmar Z. Lamion        |
| 40                          | Artadi IS           | Noralyn Abellardo      |
| 41                          | Kandiis IS          | Rio L. De La Cruz      |
| 42                          | Tama ES/ IS         | Alieza Marie Santos    |
| 43                          | Consuelo NHS - SHS  | Uriel F. Yhapon        |
| 44                          | Gumabon NHS         | Arbejoe Galarpe        |
| 45                          | Kibungsod NHS - SHS | Jessie S. Rosales      |
| 46                          | Kibungsod CS, DPC   | Josephine O. Adelan    |
| <b>MANTICAO DISTRICT</b>    |                     |                        |

|    |                        |                              |
|----|------------------------|------------------------------|
| 47 | Argayoso ES            | Ranulfo O. Galacio           |
| 48 | Balintad ES            | Agustina S. Makidato         |
| 49 | Camanga ES             | Regin Joy J. Wasil           |
| 50 | Pagawan ES             | Divina J. Ybanez             |
| 51 | Paniangan ES           | Sharlene D. Marapao          |
| 52 | Patag ES               | Judy Giga                    |
| 53 | Mahayahay ES/IS        | Mary Joy U. Rivera           |
| 54 | Magpait ES             | Verlyn G. Abioda             |
| 55 | Cabalantian NHS - SHS  | Rey Johnson V. Ratunil       |
| 56 | Manticao NHS - SHS     | Geoffard Harvey A. Abroqueña |
| 57 | Manticao CS/DPC        | Dorward Bruce G. Pacana      |
|    | <b>MEDINA DISTRICT</b> |                              |
| 58 | Bangbang ES            | Merly Ann Banga              |
| 59 | Dig-aguyan ES          | Rosario Rementizo            |
| 60 | Duka ES                | Anabelle E. Ramos            |
| 61 | Gasa ES                | Regina P. Bacoy              |
| 62 | Kibugahan ES           | Maryche S. Cacafranca        |
| 63 | Labas-Pagsama ES       | Dennis P. Doria              |
| 64 | Mananum Bag-o ES       | Analee M. Cahiles            |
| 65 | Mananum Daan ES        | Virgilia N. Cailing          |
| 66 | Medina CS/DPC          | Rainville P. Olario          |
| 67 | Pahindong ES           | Maribeth P. Tagayuna         |
| 68 | Portulin ES            | Algerico N. Guia             |
| 69 | San Vicente ES         | Irene A. Acero               |
| 70 | San Roque ES           | Jay Ryan M. Ladao            |
| 71 | Tambagan ES            | Lorena T. Calagahan          |
| 72 | Palaopao ES            | Julius Caesar R. Sagiahon    |
| 73 | DG Pelaez NHS          | Billy James C. Igalinos      |
| 74 | Medina NCHS            | Erwell C. Perez              |
| 75 | Medina SHS             | Camille Caharian             |
| 76 | Portulin NHS - SHS     | Vic May Bentozal             |
|    | <b>NAAWAN DISTRICT</b> |                              |
| 77 | Don Pedro ES           | Constitucion C. Gabe         |
| 78 | Linangkayan ES         | Marfe P. Ratunil             |
| 79 | Lubilan ES             | Noel A. Liwagon              |
| 80 | Mapulog ES             | Emmalyn M. Simbre            |
| 81 | Mat-I ES               | Welvie P. Sancho             |
| 82 | Naawan CS/DPC          | Mercedo R. Billiones         |
| 83 | Tagbalogo ES           | Anna P. Barrientos           |
| 84 | Tuboran ES             | Melanie A. Antiquina         |
| 85 | Mat-I Naawan NHS-SHS   | Amor A. Embone               |
| 86 | Naawan NHS             | Medado V. Salcedo            |
| 87 | SHS within Maputi ES   | Marrieta C. Gabe             |
|    | <b>OPOL DISTRICT</b>   |                              |
| 88 | Awang ES               | Jessalyn L. Reambonanza      |
| 89 | Bagocboc ES            | Daryl D. Cagalawan           |
| 90 | Bayugbayogan ES        | Leslie L. Pabalolot          |
| 91 | Binubongan ES          | Ruvie P. Ebajay              |
| 92 | Cauyonan ES            | Jay-Ann Bawa                 |
| 93 | Limunda ES             | Melfree V. Opeña             |
| 94 | Malanang ES            | Karen M. Actub               |
| 95 | Nangcaon ES            | Airesse Merry Suarez         |
| 96 | Opol CS/DPC            | Allan J. Lazo                |
| 97 | Patag ES               | Geraldine B. Vacalares       |

|     |                              |                              |
|-----|------------------------------|------------------------------|
| 98  | Salawaga ES                  | Joel M. Vacalares            |
| 99  | Tingalan IS                  | Olive D. Puasan              |
| 100 | Bagochoc NHS - SHS           | Milly Jean J. Magpulong      |
| 101 | Opol NSTS - SHS              | Annie Galangque              |
|     | <b>SALAY DISTRICT</b>        |                              |
| 102 | Ampenican ES                 | Mary Jane A. Capistrano      |
| 103 | Salay CS                     | Windelyn M. Galleon          |
| 104 | Guinalaban ES                | Delfin P. Mangaron           |
| 105 | Ili-ilihon ES                | Arjolyn C. Naraga            |
| 106 | Mimbuli ES                   | Ronielyn A. Tagarda          |
| 107 | Salay River ES               | Ma. Asuncion Z. Gonzales     |
| 108 | Salagsag ES                  | Charlyn M. Ganzan            |
| 109 | Saray ES                     | Mercia M. Callo              |
| 110 | Tinagaan ES                  | Josephine U. Ayop            |
| 111 | Tinagaan IS                  | Robelyn B. Magbaril          |
| 112 | Alipuaton IS                 | Gretchen Merca               |
| 113 | Inobulan Honga Gue NHS       | Louie A. De Ala              |
| 114 | Salay NHS-Salay SHS          | Zilla V. Amper               |
| 115 | Looc NHS -SHS                | Joana Marie S. Heruela       |
| 116 | Salay DPC                    | Lorenzo A. Guinayhan         |
|     | <b>SUGBONGCOGON DISTRICT</b> |                              |
| 117 | Binuangan CS                 | Cela A. Santos               |
| 118 | Alicomohan ES                | Ma. Rina O. Damasing         |
| 119 | Ampianga ES                  | Joan C. Botalid              |
| 120 | Sugbongcogn CS/DPC           | Joel S. Balcuit              |
| 121 | Dampias ES                   | Danilo Bertuldo P. Gumahin   |
| 122 | Mabini ES                    | Luciel D. Bornidor           |
| 123 | Mimbuahan ES                 | Merasol N. Salvana           |
| 124 | Mosangot ES                  | Elmer P. Gumahin             |
| 125 | Kitamban ES                  | Fernando L. Dulhao           |
| 126 | Kiraging ES                  | Flordeliz T. Lumbay          |
| 127 | Valdeconcha ES               | Eduarda C. Micabalo          |
| 128 | Binuangan NHS                | Pinky Rhona Acera            |
| 129 | Binuangan SHS                | May Marynille T. Tumamac     |
| 130 | Dampias NHS                  | Melchie D. Milaor            |
| 131 | Kidampas IS                  | Sheila Mae A. Sabello        |
| 132 | Sugbongcogon NHS -SHS        | Rechie S. Malabote           |
|     | <b>TAGOLOAN DISTRICT</b>     |                              |
| 133 | Tagoloan CS                  | Archie C. Ello               |
| 134 | Maribojoc ES                 | Robert John Talim            |
| 135 | Rosario ES                   | Juan Achas                   |
| 136 | Tagoloan NHS/SHS Tagoloan CS | Florante Saraos              |
| 137 | Casinglot NHS                | Jeralp E. Ronquillo          |
| 138 | Sta. Ana NHS                 | Lilian C. Paredes            |
| 139 | Sta. Ana SHS                 | Nerrylin R. Hinacay          |
| 140 | Rosario NHS                  | Aubrey Ann Dejoras           |
| 141 | Tagoloan, DPC                | Temoteo E. Achas             |
|     | <b>TALISAYAN DISTRICT</b>    |                              |
| 142 | Talisayan CS                 | Gemma T. Awitin              |
| 143 | Macopa ES                    | Jenisa Ipan                  |
| 144 | Mintabon ES                  | Elma E. Narisma              |
| 145 | Pangpangon ES                | Ramonito U. Vicente          |
| 146 | Pook ES                      | Rho Sheperdine A. Dadulo     |
| 147 | Punta Santiago ES            | Christopher Brian T. Lacasan |

|     |                             |                          |
|-----|-----------------------------|--------------------------|
| 148 | Puting Balas ES             | Rosalita T. Estrada      |
| 149 | Sibantang ES                | Chevie B. Galario        |
| 150 | Sindangan ES                | Nieva B. Llacuna         |
| 151 | Tagbochoc ES                | Elviza A. Galope         |
| 152 | Mandahilag NHS              | Christine M. Dandoy      |
| 153 | Sta. Ines NHS               | Rebecca Ramere           |
| 154 | Talisayan NHS-SHS           | Edward A. Amoguis        |
| 155 | SHS within Sta. Ines ES     | Gary Omar Pacana         |
|     | <b>VILLANUEVA DISTRICT</b>  |                          |
| 156 | VN Chaves MCS/DPC           | Godofredo O. Birondo     |
| 157 | Nangka ES                   | Annalou S. Cainglet      |
| 158 | Kimaya ES                   | Janelyn C. Viador        |
| 159 | Kirahon ES                  | Kathyryne May L. Valerio |
| 160 | Lukong ES                   | Jechris R. Abcede        |
| 161 | Villanueva NHS              | Enrique B. Hortillano    |
| 162 | Kalingagan NHS-SHS          | Bernel U. Agcopra        |
| 163 | SHS within San Martin ES    | Armando O. Villegas      |
| 164 | Tambobong Balacanas NHS-SHS | Isagani Achas            |

**SPEAKERS AND FACILITATOR FOR THE DIVISION ANNUAL -SEMINAR WORKSHOP ON SUPPLY AND PROPERTY MANAGEMENT CUM ORIENTATION ON THE PROCUREMENT, DELIVERY, INSPECTION, AND ACCEPTANCE OF TEXT AND NON-TEXT BASED LEARNING RESOURCE ON OCTOBER 3-4, 2018**

|     |                 |                                |
|-----|-----------------|--------------------------------|
| 165 | Division Office | Eleonor P. Cruz                |
| 166 | Division Office | Arnil N. Caracho               |
| 167 | Division Office | Cherryl B. Valmores            |
| 168 | Division Office | Bernadette P. Samaco           |
| 169 | Division Office | Mark Lorren T. Tejano          |
| 170 | Division Office | Kristoffer Galarpe             |
| 171 | Division Office | Sandy L. Simo                  |
| 172 | Division Office | Norberto E. Rosales            |
| 173 | Division Office | Freddiejun T. Delig            |
| 174 | Division Office | Loucille L. Paclar             |
| 175 | Division Office | Atty Ronald Macalos            |
| 176 | Division Office | Irish Karylle Monte            |
| 177 | Division Office | Celieto Magsayo                |
| 178 | Division Office | Kim Eric G. Lubguban           |
| 179 | Division Office | Rodgelyn Amante/Amabel Huguete |
| 180 | Division Office | Richielyn Pepito               |

**I. General Information**

**A. School Bldg. Name/Asset name:** proper/common name - i.e. A Deato Elem. School Bldg 2

**B. Acquisition Date:** Date of acceptance or date when the responsibility of the property is officially transferred to the Agency.

**C. Acquisition Mode:** Per DepEd defined mode of acquisition

- i. Purchased – Asset was procured or bought by DepEd
- ii. Constructed – Asset was constructed by DepEd
- iii. Transfer – Asset was constructed by private entity/ Government Agency or International Organization (i.e. by DPWH, WB, JICA)
- iv. Donation – Asset was received from private entity or LGU

**D. Remarks:** Any additional information, notification on status of property i.e. property was never appraised etc.

**E. Location** - will be used to locate the asset

- a. **House/bldg/lot/block No:**
- b. **Street name:**
- c. **Subdivision/Purok:**
- d. **PSGC/ Barangay Code:** Philippine Standard Geographic Code. All barangays in the country has a 9 digit code, please refer to <http://nap.psa.gov.ph/activestats/psgc/publications/PSGC%20Publication%20DEC2017.xlsx>
- e. **Longitude and Latitude:** Please refer to <https://support.google.com/maps/answer/18539?co=GENIE.Platform%3DDesktop&hl=en> on how to get the coordinates using google maps

} Address of location of the Property

**F. Legal Information**

- a. **Owner:** legal owner, not all government land and buildings being used are owned by the government but is essential to government operations.
- b. **Legal impediments:** Comment any legal problems with the property (under litigation, with on-going case with case #... etc).
- c. **Transferred From:** Information of the original owner.
- d. **Transferred To:** Recipient Information.
- e. **Date of Transfer:** Date of transfer from the original owner to the recipient i.e. Donation from owner to the Agency.

- II. Financial Information** – For financial information, if value presented is not the current year, state the year of the valuation. (From Accounting Office)
- A. Acquisition Cost:** Amount of the acquisition cost of the asset.
  - B. Book Value:** Amount recorded as book value of the asset.
  - C. Depreciation:** Refers the accumulated depreciation.
  - D. Asset Life:** Refers to the estimated number of years of which the asset will be useful or the asset lifespan.
  - E. Number of years use:** Refers to the number of years the asset has been used/utilized.
  - F. Remaining Life:** Asset Life less number of years used
  - G. Market Value/ Sound Value:** Refers to the market value of the land, or sound value for buildings/ school buildings. It is the estimated worth of an asset that is based on how much a buyer would be willing to pay the seller in an arm's length transaction.
  - H. Assessed Value:** Refers to the value placed on taxable property by the assessor for ad valorem tax purposes, synonymous to taxable value
  - I. Appraised Value:** Refers to the assigned value of the appraiser
  - J. Date of Appraisal:** Refers to the date the asset appraised
  - K. Improvements:** Refers to the capital improvements made to the asset extending the use or life.
  - L. Date of Improvement:** Refers to the date of which the asset is improved

**IV. Specification**

- A. Buildings/ School Site** – Refer to floor plan (blue print), DILG – Bureau of Fire Building Information Sheet (for fire and earthquake drill)
  - i. Date of Construction** – date structure was constructed
  - ii. Area per floor (m<sup>2</sup>)** -
  - iii. Total Area of construction floor (m<sup>2</sup>)** – Area per floor multiplied by number of floors
  - iv. Number of Floors** – floors / building storey
  - v. Number of basements** – if structure has basement
  - vi. Lot area (m<sup>2</sup>) – land area**
  - vii. Occupancy** - as identified by DepEd
    - a. School Building
    - b. Administrative Building

- viii. Materials (per building blue print/ plan)
  - i. Walls
  - ii. Mezzanines
  - iii. Roofs
  - iv. Columns
  - v. Joist/Girders
- ix. Mitigation Measures
  - i. Number of Fire Extinguishers
  - ii. Number of Sprinklers
  - iii. Flood Defense
- x. Actual Usage (area in m<sup>2</sup>)
  - i. Classroom
  - ii. Audio-visual
  - iii. Canteen
  - iv. Clinic
  - v. Computer Room
  - vi. Conference Room
  - vii. Administrative
  - viii. Laboratory/ies
  - ix. Library
  - x. Supply room
  - xi. Others

**B. Land**

- i. Elevation
- ii. Vertices
- iii. Lot Area (m<sup>2</sup>)
- iv. Security
- v. Occupancy

\*Note: Certain fields are included for full implementation use and need not be filled out if not applicable.

Noted by:

**AMOR ROLLYN D. DAIS**  
 Asset Registry Division  
 CTOO II

**KIM HOWELL L. HONOR**  
 Information Systems Management  
 CTOO I





| LEGAL INFORMATION |                |                   |                  |                  |                  |
|-------------------|----------------|-------------------|------------------|------------------|------------------|
| No.               | Owner          | Legal Impediments | Transferred From | Transferred To   | Date of Transfer |
| 1                 | SDO-Valenzuela | None              | DPWH             | DepEd Valenzuela | Sept 2017        |
| 2                 |                |                   |                  |                  |                  |
| 3                 |                |                   |                  |                  |                  |
| 4                 |                |                   |                  |                  |                  |
| 5                 |                |                   |                  |                  |                  |
| 6                 |                |                   |                  |                  |                  |
| 7                 |                |                   |                  |                  |                  |
| 8                 |                |                   |                  |                  |                  |
| 9                 |                |                   |                  |                  |                  |
| 10                |                |                   |                  |                  |                  |



| No. | Date of Construction | Area per Floor (m2) | Total Floor Area (m2) | Number of floors | Number of basement | Building Lot Area (m2) | Occupancy | School Classification |
|-----|----------------------|---------------------|-----------------------|------------------|--------------------|------------------------|-----------|-----------------------|
| 1   |                      |                     |                       |                  |                    |                        |           |                       |
| 2   |                      |                     |                       |                  |                    |                        |           |                       |
| 3   |                      |                     |                       |                  |                    |                        |           |                       |
| 4   |                      |                     |                       |                  |                    |                        |           |                       |
| 5   |                      |                     |                       |                  |                    |                        |           |                       |
| 6   |                      |                     |                       |                  |                    |                        |           |                       |
| 7   |                      |                     |                       |                  |                    |                        |           |                       |
| 8   |                      |                     |                       |                  |                    |                        |           |                       |
| 9   |                      |                     |                       |                  |                    |                        |           |                       |
| 10  |                      |                     |                       |                  |                    |                        |           |                       |







| LEGAL INFORMATION |       |                   |                  |                |                  |
|-------------------|-------|-------------------|------------------|----------------|------------------|
| No.               | Owner | Legal Impediments | Transferred From | Transferred To | Date of Transfer |
| 1                 |       |                   |                  |                |                  |
| 2                 |       |                   |                  |                |                  |
| 3                 |       |                   |                  |                |                  |
| 4                 |       |                   |                  |                |                  |
| 5                 |       |                   |                  |                |                  |
| 6                 |       |                   |                  |                |                  |
| 7                 |       |                   |                  |                |                  |
| 8                 |       |                   |                  |                |                  |
| 9                 |       |                   |                  |                |                  |
| 10                |       |                   |                  |                |                  |





| SPECIFICATIONS |           |          |               |          |           |
|----------------|-----------|----------|---------------|----------|-----------|
| No.            | Elevation | Vertices | Lot Area (m2) | Security | Occupancy |
| 1              |           |          |               |          |           |
| 2              |           |          |               |          |           |
| 3              |           |          |               |          |           |
| 4              |           |          |               |          |           |
| 5              |           |          |               |          |           |
| 6              |           |          |               |          |           |
| 7              |           |          |               |          |           |
| 8              |           |          |               |          |           |
| 9              |           |          |               |          |           |
| 10             |           |          |               |          |           |