



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

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February 4, 2022

**DIVISION MEMORANDUM**

No. 096 s. 2022

**Division Training of Trainers for the Capacity Building Seminars of  
Administrative Officers (AO)/Property Custodians on Property and Supply Management**

To: Public Schools District Supervisors  
Elementary Administrative Officers

1. Property Custodians plays an important role in ensuring that all acquired assets of the Department are managed and accounted efficiently and effectively. The gravity of the responsibilities and accountabilities attached to their functions must be equated with appropriate knowledge and skills on property and supply management, to guarantee deeper understanding on the existing policies, laws and procedures that will guide their actions and decisions in accordance with the standard process and guidelines.
2. In this regard, the Division Property Unit will conduct a 3-day live in Training of Trainers for the capacity building seminars for School Property Custodians to be held on February 9-11, 2022 at Galilee Wonderland, Gen. Alejo Santos Hway, San Pedro, Bustos, Bulacan.
3. This capacity building seminar will enable participants to:
  - a. learn and internalize the basic of property and supply management;
  - b. understand various related laws and policies on asset management;
  - c. identify various DepEd Guidelines related to their functions;
  - d. familiarization on various forms as prescribed in the Government Accounting Manual;
  - e. gain knowledge on facilitation and presentation skills;
  - f. be able to prepare training plan for their respective districts.
4. This training is intended for the Administrative Officers II assigned at Central Schools and select elementary school AO's who will be trained as Resource Speakers, facilitators and Program Managers of local capacity building seminars to their respective districts. See Enclosure No. 1 for the list of participants.



**Address:** Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
**Website:** <https://bulacandeped.com>  
**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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5. The SDO shall strictly observe and adhere with IATF Health protocols.
6. All expenses relevant to the conduct of this activity shall be charged against 2021 DIVISION INSET fund subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

**ZENIA G. MOSTOLES, EdD., CESO V**  
Schools Division Superintendent



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List of Participants

EDDIS	DISTRICT	NAME
1	BULACAN	ENELYN C. AQUINO
2	CALUMPIT NORTH	LEONA RITA B. CRUZ
3	CALUMPIT SOUTH	PAOLO J. SUAREZ
4	HAGONOY EAST	CHRISTIAN ALEXANDER.T. SOLIS
5		KEVIN CABASAL
6	HAGONOY WEST	GIMELLE M. SANTOS
7	PAOMBONG	RONIE A. REYES
8	PULILAN	AUREA P. COMENDADOR
9	BALAGTAS	VANESSA JOVEL F. CABINGAS
10	BALIUAG NORTH	MADELINE S. RAPOY
11	BALIUAG SOUTH	MARY GRACE S. RAMOS
12		THEODOSIA G. RAMOS
13	BOCAUE	RHODORA T. TIBURCIO
14	BUSTOS	REISSE M. SAN ANDRES
15		JANELYN S. MALACCA
16	GUIGUINTO	MARICEL B. CRUZ
17		EMCELLE MAILIG
18	PANDI NORTH	DEVY C. CORONEL
19		REGINALD A. MAGSAKAY
20	PANDI SOUTH	AURA A. ESPINAS
21	PLARIDEL	GERALD DC. VILLAFUERTE
22		EDUARDO TORIO
23	ANGAT	CHERRY IVY C. FRANCISCO
24		ANJONETH A. GALAY
25	DRT	GILBERT SANTOS
26	NORZAGARAY EAST	BEVERLUZ D. DIZON
27	NORZAGARAY WEST	LEILANI C. BERNABE
28	SAN ILDEFONSO NORTH	JULIE ANN C. PANGAN
29	SAN ILDEFONSO SOUTH	LIEZL G. MARCOS
30	SAN MIGUEL NORTH	MA. ANGELINE DR. DELA PAZ
31	SAN MIGUEL CENTRAL	CHERRY QUEEN O. PASCUAL
32	SAN MIGUEL SOUTH	MICHAELA JOY G. DELA CRUZ
33	SAN RAFAEL EAST	MELWIN C. SAN PEDRO
34	SAN RAFAEL WEST	DANICA N. RODRIGUEZ
35	MARILAO NORTH	ISSA MARIE T. CABARLE

36	4	MARILAO SOUTH	ANGIE ROSE E. BAER
37		OBANDO	GENEVIEVE A. AGUILAR
38		STA. MARIA CENTRAL	MARIA DIANNA O. VILLANUEVA
39		STA. MARIA EAST	LICHELE E. TALAMPAS
40		STA. MARIA WEST	RIKKA DEANNISE DT. TORRES

Resource Speakers & TWG

1	MARILEN G. RAMOS	SEPS- HRTD
2	CECILIA E. CRUZ	EPS- M&E
3	BRYAN AMIEL DE JESUS	SEPS-SOC. MOB
4	ENGR. CARL PAULO A. FERNANDO	DIVISION ENGINEER
5	RICHARD BIGLETE	DIVISION ITO
6	GLENDA CONSTANTINO	PDO - LRMDs
7	RAQUEL I. CLIMACO	AO IV - PROPERTY
8	ERICKSON T. MARQUEZ	PROPERTY STAFF
9	NURSE	
10	NURSE	