



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

DIVISION MEMORANDUM

No. 214, s. 2023

**TRAINING-WORKSHOP OF SENIOR HIGH SCHOOL (SHS) PROPERTY
CUSTODIANS ON PROPERTY & SUPPLY MANAGEMENT**

To: Principals (SHS)
Select Administrative Officers II (Elementary)
Senior High School Property Custodians
All Others Concerned

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 processes and guidelines.
2. In this regard, the Division Property and Supply Unit will conduct a 3-day live in Training-Workshop of Senior High School Property Custodians on Property and Supply Management to be held on May 31, June 1 -2, 2023 at Galilee Wonderland, Gen. Alejo Santos Hway, San Pedro, Bustos, Bulacan.
3. This activity will enable participants to:
 - 3.1 Learn and internalize the basic of property and supply management;
 - 3.2 Understand various related laws and policies on asset management;
 - 3.3 Identify various DepED Guidelines related to their functions;
 - 3.4 Familiarization on various forms as prescribed in the Government Accounting Manual & COA Circulars
4. This training is intended for Senior High School Property Custodians. See Enclosure No. 1 for the list of participants.
5. Expenses to be incurred in the conduct of this activity shall be charged against the Division INSET Fund subject to usual accounting and auditing rules and regulations.



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: <https://bulacandeped.com>
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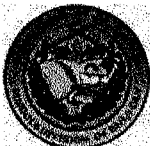
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6. This Memorandum shall serve as the travel authority of all participants.
7. Immediate dissemination of this Division Memorandum is enjoined.

Digitally signed by
Valderama Cecilia Enriquez
Date: 2023.05.26 14:10:40
+08'00'

NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent

Property and Supply Unit
May 25, 2023



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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TRAINING-WORKSHOP OF SHS PROPERTY CUSTODIANS ON PROPERTY AND SUPPLY MANAGEMENT

List of Participants

No	School	Property Custodian
1	DOÑA CANDELARIA MENESES DUQUE NATIONAL HIGH SCHOOL (SHS)	Irene Beatrice B. Torres
2	SAN FRANCISCO XAVIER HIGH SCHOOL (SHS)	Ronaldo V. Morelos
3	TALIPTIP NATIONAL HIGH SCHOOL (SHS)	Sergius Paulus A. Camua
4	SAN MIGUEL-MEYSLAO HIGH SCHOOL (SHS)	Rafael S. Fajardo
5	FRANCES NATIONAL HIGH SCHOOL (SHS)	Jeffrey C. Catalan
6	CALUMPIT NATIONAL HIGH SCHOOL (SAN MARCOS NHS) (SHS)	Clarissa P. Silot
7	CANIOGAN HIGH SCHOOL (SHS)	Marlon S. Badian
8	IBA NATIONAL HIGH SCHOOL (SHS)	Jayvhee C. Castro
9	RAMONA S. TRILLANA HIGH SCHOOL SHS	Rosalina T. Patricio
10	SAN PEDRO NATIONAL HIGH SCHOOL (SHS)	Jonalyn R. Puno
11	STA. MONICA NATIONAL HIGH SCHOOL (SHS)	Enrique Mendoza Regalado
12	SAN ROQUE NATIONAL HIGH SCHOOL (SHS)	Rolando DC. Agustin
13	STA. LUCIA HIGH SCHOOL (SHS)	Marvin D. Santos
14	STA. CRUZ NATIONAL HIGH SCHOOL (SHS)	Alyza Joy M. Ramirez
15	KAPITANGAN NATIONAL HIGH SCHOOL (SHS)	Joie D.Reyes
16	BAJET-CASTILLO HIGH SCHOOL (SHS)	Christian S.P. Simon
17	DAMPOL 2ND NATIONAL HIGH SCHOOL (SHS)	Anjholly M. Pantaleon
18	ENGR. VIRGILIO V. DIONISIO MEMORIAL HIGH SCHOOL (SHS)	Jovi E. de Guzman
19	STA. PEREGRINA HIGH SCHOOL (SHS)	John Robert Tiongson
20	BALAGTAS NATIONAL AGRICULTURAL HIGH SCHOOL (SHS)	Denise Ane L. Reyes
21	STO. NINO HIGH SCHOOL (SHS)	Joey S. Ronduen
22	SULIVAN NATIONAL HIGH SCHOOL	Analyn T. Pleno
23	BALIWAG SHS	Jhon Russel J. Luartez
24	ILUMINADA MENDOZA-ROXAS MEMORIAL HIGH SCHOOL	Ramica M. Gayap
25	LOLOMBOY NATIONAL HIGH SCHOOL (SHS)	Roxanne S. San Victores
26	TAAL HIGH SCHOOL (SHS)	Neil F. Andrada
27	ALEXIS G. SANTOS NATIONAL HIGH SCHOOL (SHS)	Aliw Rea Mia M. Pornela
28	CAMBAOG NATIONAL HIGH SCHOOL (SHS)	John Christopher R. Santos
29	DR. PABLITO V. MENDOZA, SR. HIGH SCHOOL (SHS)	Christine M. Escobilla
30	AGUINALDO J. SANTOS NHS (SHS) (TIBAGAN NATIONAL HIGH SCHOOL)	Jose Marie V. Paguiligan
31	FELIZARDO C. LIPANA NATIONAL HIGH SCHOOL (STA. RITA HS) SHS	Realyn R. Dadoi
32	GUIGUINTO NAT'L VOC'L. HIGH SCHOOL (SHS)	Ma. Victoria P. Maga
33	TIAONG NATIONAL HIGH SCHOOL (SHS)	Michelle G. De Leon
34	BUNSURAN NATIONAL HIGH SCHOOL (SHS)	Luz I. Serrano
35	BULIHAN HIGH SCHOOL (SHS)	John T. Santiago
36	MASAGANA HIGH SCHOOL (SHS)	Lean Bryan D. Hilario
37	VIRGINIA RAMIREZ-CRUZ NATIONAL HIGH SCHOOL (SHS)	Joshua P. Bonifacio
38	BANGA HIGH SCHOOL (SHS)	Lailani C. Pascua
39	JOSE J. MARIANO MEMORIAL HIGH SCHOOL (SHS)	Nadibim Khayim G. Nabong
40	DAMPOL 1ST NATIONAL HIGH SCHOOL (SHS)	Danjoe Flores
41	JAIME VISTAN HIGH SCHOOL (TABANG HS) (SHS)	John Mc Coy M. Cortez
42	ANGAT NATIONAL HIGH SCHOOL (SHS)	Maribeth B. De Guzman
43	BINAGBAG HIGH SCHOOL - ANGEL M. DEL ROSARIO HS	Gerardo V. Paguiligan
44	BINAGBAG NATIONAL HIGH SCHOOL (SHS)	Benedict A. Buenaventura
45	PRES. DIOSDADO MACAPAGAL MEMORIAL HIGH SCHOOL (SHS)	Terevic O. Mananghaya
46	LAURA DE LEON HALILI HS FORMERLY DRT HIGH SCHOOL (SHS)	Maria Jasmin Maha V. Enriquez
47	ESTEBAN PAULINO HIGH SCHOOL (SHS)	Rachell P. Valdez
48	SAPANG BULAC HIGH SCHOOL (SHS)	Joselito M. Mariano
49	TALBAK HIGH SCHOOL (SHS)	Mario A. Eugenio Jr.
50	JULIAN B. SUMBILLO HIGH SCHOOL	Sie B. Cal
51	MINUYAN NATIONAL HIGH SCHOOL(SHS)	Jackielyn G. Pascual
52	AKLE HIGH SCHOOL (SHS)	John Aldrin R Joson
53	CALAWITAN NATIONAL HIGH SCHOOL (SHS)	Edmer B. Palma
54	LUIS GRAVADOR SHS	Robert Jonnydel M. Rayo
55	SAN ILDEFONSO NATIONAL HIGH SCHOOL - SHS	Arianne S. Legaspi
56	STA. CATALINA BATA NATIONAL HIGH SCHOOL (SHS)	Rhenuel P. Tolentino
57	JOHN J. RUSSEL MEMORIAL HIGH SCHOOL (SIBUL NHS) (SHS)	Patricia Gina C. Chan
58	MALIGAYA HIGH SCHOOL (SHS)	Francisco Batulan
59	PARTIDA HIGH SCHOOL (SAN MIGUEL NHS - PARTIDA HS) (SHS)	Roderick Alejandro
60	SAN MIGUEL NATIONAL HIGH SCHOOL (SHS)	Michael V. Tambiah
61	VEDASTO R. SANTIAGO HIGH SCHOOL (SHS)	Reynato V. Ligon, Jr.
62	CARLOS F. GONZALES HIGH SCHOOL (MAGUINAO CRUZ NA DAAN NHS) (SHS)	Arbie Liezel T. Silvestre

63	LYDIA D. VILLANGCA TRADE SCHOOL (SHS)	Ericson A. de Guzman
64	MARONQUILLO NATIONAL HIGH SCHOOL (SHS)	Marwilson V. Ventura
65	SALAPUNGAN NATIONAL HIGH SCHOOL (SHS)	Marianne S. Ramos
66	SAN RAFAEL NAT'L TRADE SCHOOL (SHS)	Ma. Almie Jane M. Miguel
67	ASSEMBLYWOMAN FELICITA G. BERNARDINO MEMORIAL TRADE SCHOOL (SHS)	Redentor C. Enriquez
68	PRENZA NATIONAL HIGH SCHOOL (SENIOR HIGH SCHOOL)	Annie B. Santos
69	OBANDO SCHOOL OF FISHERIES	Jimmuel D. Macarasig
70	OBANDO SHS	Desiree E. Pangcoy
71	CATMON HIGH SCHOOL (SHS)	Aileen F. Amador
72	FORTUNATO. F. HALILI NAT'L. AGR'L. SCHOOL (SHS)	Jocelyn D. Dacanay
73	PARADA NATIONAL HIGH SCHOOL (SHS)	Maia Carmelle G. Monton
74	PULONG BUHANGIN NATIONAL HIGH SCHOOL (SHS)	Emerson B. Tuazon
75	STA. CRUZ HIGH SCHOOL (SHS)	Jonarie L. Pascual
76	STA. MARIA NATIONAL HIGH SCHOOL (SHS)	Mary Rose DS. Armenion
77	FORTUNATO. F. HALILI NAT'L. AGR'L. SCHOOL	Michelle D. Espino
78	UPIG HIGH SCHOOL (SHS)	Carlo Rico B. Reyes

TRAINING PROGRAM MANAGEMENT TEAM

Overall Program Manager: Raquel I. Climaco (AO IV, Property)
 Training Manager: Marilene G. Ramos, LPT, MAT (SEPS,HRD)
 QATAME Associate: Ma. Lourdes J. Patag, LPT,MAE (SEPS, M & E)
 TWG : Ericson T. Marquez (Admin Staff - Property)
 Emerson A. Carreon (AO II, Bulakan District)

Resource Speakers: Josefina S. Pedroche (AO V-Admin. Services)
 Bryan Amiel de Jesus, LPT (SEPS, Social Mobilization)
 Engr. Carl Paulo A. Fernando (Division Engineer)
 Richard Biglete (Division ITO)
 Glenda S. Constantino (PDO, LRMDS)
 Enelyn C. Aquino (AO II, Bulakan District)
 Janelyn S. Mallaca (AO II, Bustos District)
 Paolo J. Suarez (AO II, Pulilan District)
 Melwin San Pedro (AO II, San Rafael East District)