



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


DIVISION MEMORANDUM

No. 146, s. 2025

To: Assistants Schools Division Superintendent
Secondary Principal/School Heads
Administrative Officer II
Administrative Assistant II
Designated Property Custodian
All other Concerned

Division Training-Workshop on Property and Supply Management

1. Property Custodians plays an important role in ensuring that all acquired assets of the Department are managed and accounted efficiently and effectively. To ensure they understand policies, laws, and procedures, they must possess the necessary knowledge and skills in property and supply management. In this regard, the Schools Division Office of Bulacan through Property and Supply Unit shall conduct **"Division Training-Workshop on Property and Supply Management"** on March 25-27, 2025, at Villa Emmanuela Wave pool & Resort, Plaridel, Bulacan.
2. This activity will be focusing on the following discussion:
 - a. Phases of Property and Supply Management
 - Acquisition
 - Utilization
 - Disposal
 - b. Property Forms and Reports
 - c. PPE
 - d. Related DepEd policies and COA circulars/guidelines on Property and Supply Management.
3. Attached herewith is Enclosure no 1. List of Participants and Program Matrix.
4. This Memorandum serves as Authority to Travel for the Participant and travel expenses can be charged to the school MOOE.
5. Should you have any concerns or clarification, you may contact Property and Supply Unit through electronic mail address: **sdobulacanproperty@deped.gov.ph**
6. It is desired that this matter be widely disseminated.


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

Property and Supply Unit
March 17, 2025



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph

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Enclosure No. 1 to Division Memorandum no. 144s, 2025

LIST OF PARTICIPANTS

No.	SCHOOL NAME	NAME	DESIGNATION
1	Angel M. Del Rosario HS	Elizabeth R. Mawal	Head Teacher III
2	Banga HS	Lailani C. Pascua	Administrative Assistant II
3	Batia HS	Raymond R. Cruz	Administrative Assistant II
4	Bulihan HS	John T. Santiago	Administrative Officer II
5	Catacte IS	Jovan R. Colarina	Administrative Officer II
6	Dr. Pablito V. Mendoza HS	Christine Jobelle A. Fulgencio	Administrative Assistant II
7	Dulong Malabon IS	Paolo Joson Suarez	Administrative Officer II
8	Esteban Paulino HS	Francis C. Estropia	Head Teacher III
9	Ff Halili Nas-Cay Pombo Annex	Louie Syron Dc. Ibal	Administrative Officer II
10	Ff Halili Nas-M. Sapa	Melinda G. Manato	School Head
11	Gabihan High School	Petronilla T. Dela Torre	Head Teacher VI
12	Gat. Francisco Balagtas HS	Daisy Dj. Miranda	Secondary School Principal I
13	Gen. Gregorio DP IS	Ester Grace G. Joson	Administrative Officer II
14	Gto Voc Tech - Annex	Maria Diana O. Villanueva	Administrative Officer II
15	Heritage Homes IS	Conrado P, Mananita	Administrative Officer II
16	Inaon IS	Jan Anthony A. Banag	Administrative Officer II
17	Kalayakan HS	Geraldine M. Nogoy	Head Teacher III
18	Kapitangan National HS	Ma. Salvacion L. Bautista	Administrative Officer II
19	Lydia Villangca Trade School	Maribeth B. De Guzman	Administrative Assistant II
20	Maligaya HS	Bryan DC. Gabriel	School Head
21	Mapulang Lupa HS	Marivic S. Reyes	Head Teacher III
22	Marilao Central IS	Issa Marie T. Cabarle	Administrative Officer II
23	Matictic IS	Arianne Joie R. Mariano	Administrative Officer II
24	Npc HS	Anthony P. Perez	Head Teacher III
25	Pinag Anakan IS	Aljon Joseph C. Tolentino	Administrative Officer II
26	Pinagkuartelan IS	Ana Sonia R. Nolasco	School Principal III
27	Pinalagdan HS	Crisson Jasper P. Fermalino	Administrative Assistant II
28	Romeo Acuna Santos MHS	Ercelyn S. San Miguel	Administrative Officer II
29	San Gabriel NHS	Jonathan B. Victorino	Head Teacher I
30	San Miguel-Meysulao HS	Ma. Concepcion M. Madla	School Head
31	Sapang Bulac HS	Rose Ann C. Santos	Administrative Assistant II
32	Sta. Catalina Bata HS	Loveth Jane Trinidad	Secondary School Principal I
33	Sta. Cruz HS	Michael C. Samson	Head Teacher III
34	Sta. Cruz NHS	Crisson Jasper P. Fermalino	Administrative Assistant II
35	Talbak HS	Mar Florence Sebastian	Head Teacher III
36	Upig HS	Beltran M. Raymundo	Head Teacher III



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	SCHOOL NAME	NAME	DESIGNATION
37	Alexis Santos HS	Wendylyn DG. Villalon	Administrative Assistant II
38	Angat NHS	Maribeth B. De Guzman	Administrative Assistant II
39	Bajet-Castillo HS	Christian S.P. Simon	Administrative Assistant II
40	Balagtas Agricultural HS	Denise Ane L. Reyes	Administrative Assistant II
41	Bambang NHS (Iluminada Mendoza-Roxas)	Ramica G. Sanguir	Administrative Assistant II
42	Binagbag High School	Mark T. Ignacio	Administrative Assistant II
43	Bunsuran HS	Richelle C. Cruz	Administrative Assistant II
44	Bunsuran NHS Annex (Masagana)	Lean Bryan D. Hilario	Administrative Assistant II
45	Calawitan NHS	Edmer B. Palma	Administrative Assistant II
46	Calawitan Nhs Annex (Akle)	Jelli Ann R. Comia	Administrative Assistant II
47	CALUMPIT NATIONAL HS (Formerly San Marcos HS)	Leshlhey Torres	Administrative Assistant II
48	Cambaog HS	Rose Marie B. Reyes	Administrative Assistant II
49	Caniogan HS	Abigail D. Daluz	Administrative Assistant II
50	Carlos Gonzales HS	Arbie Liezl C. Silvestre	Administrative Assistant II
51	Catmon NHS	Elena P. Salas	Head Teacher III
52	Dampol 1st NHS	Don Kristi R. Catambay	Administrative Assistant II
53	Dampol 2nd NHS	Jovi De Guzman	Administrative Assistant II
54	Diosdado Macapagal HS	Ronald G. Cinco	Administrative Assistant II
55	Dona Candelaria HS	Irene Beatrice B. Torres	Administrative Assistant II
56	Dona Remedios Trinidad HS	Catrina Ann C. Perez	Administrative Assistant II
57	Dr. Felipe De Jesus HS	Laiza D. Tantoco	Administrative Assistant II
58	Engr. Virgilio Dionisio HS	Joey S. Ronduen	Administrative Assistant II
59	F.C. Lipana HS	Rossmar Jhon L. Isip	Administrative Assistant II
60	F.F.Halili Nat Agr'l School	Michelle D. Espino	Administrative Officer I
61	A.F.G. Bernardino MTS	Paul Arvee F. Dela Cruz	Administrative Officer I
62	Frances NHS	Jeffrey C. Catalan	Administrative Assistant II
63	Fvr - Julian Sumbilo HS	Arlene A. Santiago	Administrative Assistant II
64	Fvr NHS	Ethel Rose R. Nieto	Administrative Assistant II
65	Guiguinto National Voc. HS	Ma. Victoria P. Maga	Administrative Assistant II
66	Iba National HS	Joy S. Ganigan	Administrative Assistant II
67	J.J. Mariano Memorial HS	Shiela Mae C. Bulaong	Administrative Assistant II
68	J.J. Russell HS	Jocell Ann P. Andres	Administrative Assistant II
69	Jj. Vistan HS	John Mc Coy M. Cortez	Administrative Assistant II
70	Lolomboy National HS	Jill Andrea R. Santos	Administrative Officer I
71	M.R. Trillana HS	Karla Mae V. Tolentino	Administrative Assistant II
72	Maronquillo HS	Joan Y. Guino	Administrative Assistant II
73	Minuyan HS	Ma. Concepcion C. Sumbillo	Administrative Officer II
74	Nhv HS	Ricardo C. Benis Jr.	Secondary School Principal II
75	Norzagaray HS	Jonathan B. Cardeño	Administrative Assistant II



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76	Obando National HS	Ronaldo V. Morelos	Administrative Officer II
77	Obando School Of Fisheries	Delia A. Fernandez	Administrative Officer I
78	Parada HS	Flor Anne B. Cacanando	Administrative Assistant II
79	Partida HS	Israel G. Galicia	Administrative Assistant II
80	Prenza National HS	Elvira Santiago	Administrative Officer I
81	Pulong Buhangin HS	Jenny Anne H. Reyes	Administrative Assistant II
82	Salapungan NHS	Glenda D. Manota	Administrative Assistant II
83	San Francisco Xavier HS	John Lean C. Serrano	Administrative Assistant II
84	San Ildefonso HS	Cesar Zosimo G. Gumabon	Administrative Assistant II
85	San Miguel HS	Flordelis A. Sanchez	Administrative Assistant II
86	San Pedro HS	Elvira J. Gavilan	Administrative Assistant II
87	San Rafael National Trade School	Kristian Diego Rey R. Matic	Administrative Officer I
88	San Roque NHS	Santino R. Del Rosario	Administrative Assistant II
89	Sta Lucia HS	Marvin D. Santos	Administrative Assistant II
90	Sta Maria Agro HS	Mario A. Eugenio Jr	Administrative Assistant II
91	Sta Peregrina HS	John Robert Dp. Tiongson	Administrative Assistant II
92	Sta. Monica HS	Enrique M. Regalado	Administrative Assistant II
93	Taal High School	Ma. Rosario R. Rodriguez	Administrative Assistant II
94	Talipit National HS	Sergius Paulus A. Camua	Administrative Assistant II
95	Tiaong NHS	Katrine E. Serrano	Administrative Assistant II
96	Tibagan NHS	Jose Marie V. Paguiligan	Administrative Assistant II
97	Vedasto Santiago HS	Jennifer P. Viola	Administrative Assistant II
98	Virginia Ramirez Cruz HS	Honey Jane Jufana	Administrative Assistant II
99	Matias A. Fernando Memorial School	Xernan Bartolome	Administrative Officer II
100	San Rafael Central School	Rachelle Ann M. Taguiam	Administrative Officer II
101	Rueda & Sipat Elementary School	Dan Harvey D. Castro	Administrative Officer II
102	SDO Bulacan – Property and Supply Unit	Shairo R. Centeno	Administrative Assistant II

PROGRAM MATRIX

	TIME	SESSION TITLE(S)	RESOURCE PERSON
Day 1	8:00-8:30 am	Registration	Program Management Team
	8:30-9:30	Opening Activities	
	9:30-10:00	Levelling of Expectations	
	10:00-10:15	AM Break	
	10:15-12:00	Session 1: 1.1 Basic Principles of Property & Supply Management 1.2 Modes of Acquiring Government Property 1.3 Procurement	RAQUEL I. CLIMACO Administrative Officer IV



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	12:00-1:00 pm	LUNCH BREAK	
	1:00-5:00	Session 2 : Procedures on Delivery, Inspection and Acceptance	RAQUEL I. CLIMACO Administrative Officer IV
		Session 3: Recording of Deliveries 3.1 Donated Properties	
		Activity /Workshop Open Forum	
Day 2	8:00 – 12:00	Session 4 : Custodianship	RAQUEL I. CLIMACO Administrative Officer IV
		4.1 Issuance & Utilization	
		4.2 Storage/Warehousing	
		Activity/Workshop	Engr. CARL PAULO A. FERNANDO Engineer III
		4.3 Repair and Maintenance	
		Open Forum	
	12:00-1:00	LUNCH BREAK	
	1:00-5:00	4.4 Inventory Taking 4.1 RPCPPE/RPCSME 4.4.2 Reconciliation RM 672 s. 2024	MICHELLE D. ESPINO Administrative Officer I NOEL D. SALCEDO Administrative Assistant III DAN HARVEY D. CASTRO Administrative Officer II
		Activity/Workshop	
		Open Forum	
Day 3	8:00-9:00	Stress Management	SHERWIN DR. JOAQUIN Nurse II
	9:00-12:00	Session 5: Disposal 5.1 Appraisal 5.2 Relief of Accountability Activity/Workshop	RAQUEL I. CLIMACO Administrative Officer IV
	12:00-1:00 pm	LUNCH BREAK	
	1:00-2:00	Familiarization of Property Forms	RAQUEL I. CLIMACO Administrative Officer IV
		Activity/Workshop	
		Open Forum	
	2:00-3:00	COA Circular 2018-002 (Insurance)	
	4:00-5:00	Challenges / Commitment Closing Ceremony	Program Management Team