Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

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Office of the Schools Division Superintendent

Division Memorandum
No. 687 s, 2026

November 25, 2026

DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary & Secondary Schools
All Others Concerned

1. In line with the Department of Education's continuing efforts to strengthen the effective, efficient, and accountable management of government property and supplies, the Schools Division Office of Dagupan City shall conduct a **Division Orientation on Property and Supply Management on December 4-5, 2026, at 8:00 AM to 5:00 PM at Lenox Hotel, Rizal Street, Dagupan City.**

2. This activity aims to:
   a. orient participants on the existing policies, guidelines, and procedures governing property and supply management in public schools;
   b. strengthen the preparation, maintenance, and updating of property records, inventory reports, and other required documents;
   c. discuss the proper procedures for the receipt, inspection, issuance, transfer, utilization, safekeeping, and disposal of government properties;
   d. enhance compliance with government accounting and auditing requirements on property and supply management; and
   e. address common issues and concerns encountered in the management and accountability of school properties and supplies.

3. The participants of the activity are the Administrative Officers II/School Property Custodians provided in Annex A. The identified participants are requested to register through this link: **https://tinyurl.com/PSMngt** on or before December 01, 2026.

4. Participants are requested to bring their laptops, extension cords, and pocket wife to be used during the workshop.

5. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekends and holidays, in accordance with the provisions of DepEd Order No. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.

6. For any queries or clarifications, please contact the Curriculum Implementation Division-Learning Resource Management Section or Supply Unit at mobile number 09989922551/09564669022

7. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

[redacted]

ANNA LIZA M. CHAN, CESO VI
Asst. Schools Division Superintendent

Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT

December 4-5, 2026

Lenox Hotel, Rizal Street, Dagupan City

LIST OF PARTICIPANTS

	Name of Participants	School/Office
1.	Kimberly Mamaril	West Central Elem. School I
2.	Rikki Mae Manongdo	Malued Elem. School
3.	Kimberly Ann Rosario	Lucao Elem. School
4.	Delaila G. Anselmo	West Central Elem. School II
5.	Deo Angelo Ferrer	Juan L. Siapno Elem. School
6.	Joanne Salayog	East Central Integrated School
7.	Jose Feliciano Sabado	Pogo-Lasip Elem. School
8.	Valen Joy Decano	Pascuala G. Villamil Elem. School
9.	Yolanda Prado	Bacayao Sur Elem. School
10.	Leroy Nabor	Lasip Grande Elem. School
11.	Nobi Den De Vera	Caranglaan Elem. School
12.	Mary Miel Fortes	Mangin-Tebeng Elem. School
13.	Denise Van Meneses	Tambac Elem. School
14.	Rosette Cacho	Tebeng Elementary School
15.	Carla Agao	Federico N. Ceralde Integrated School
16.	Marla Grace Ober	Bonuan Boquig Elem. School
17.	Michael Urbano	Leon-Francisco Maramba Elem. School
18.	Ma. Nerissa Manaois	Bliss Elem. School
19.	Marion Solis	North Central Elem. School
20.	Christine Grace Abayan	Gen. Gregorio Del Pilar Elem. School
21.	Marlotte Paras	Sabangan Elem. School
22.	Darlita Palaganas	Bolosan Elem. School
23.	Janice Magno	Victoria Q. Zarate Elem. School

24.	Daryl Jane Tandoc	Salisay Elem. School
25.	Rejane Apatan	Mamalingling Elem. School
26.	Rosario Cason	Pantal Elem. School
27.	Diana Sison	Salapinago Elem. School
28.	Christian Bautista	Pugaro Integrated School
29.	Clariena Mencias	Lomboy Elem. School
30.	John Harold Custodio	Suit Elem. School
31.	Adelina Fabroa	Carael Elem. School
32.	Ryan Carrera	T. Ayson Rosario Elem. School
33.	Efraim John Laynes	Calmay Elem. School
34.	Allison Caguioa	Juan P. Guadiz Elem. School
35.	Cresencio Caparas	Bonuan Buquig National High School
36	Ivel John Martinez	Caracl National High School
37	Barney Ray Reamon	Dagupan City National High School
38.	Jeffrey Lacosta	Dagupan City National High School
39.	Mary Jane Samson	East Central Integrated School
39	Carla M. Ramos	Federico N. Ceralde Integrated
40	Juan Paulo Inzon	Judge Jose De Venecia Sr. TVSS
41	Mark Lambert Bato	Salapingao National High School

PROGRAM MANAGEMENT TEAM

1. Marciano U. Soriano Jr. CESO VI	-OIC, Schools Division Superintendent
2. Anna Liza M. Chan, CESO VI	-Asst. Schools Division Superintendent
3. Maria Linda R. Ventenilla	-Chief Education Supervisor, CID
4. Liezl S. Cancino	-Chief Education Supervisor, SGOD
5. Myrel Angelica N. Lopez	-Administrative Officer V
6. Renata G. Rovillos	-Education Program Supervisor
7. Clarita F. Tamayo	-Administrative Officer IV (Supply Unit)
8. Harking C. Reyes	-Accountant
9. Jenette A. Sison	-Budget Officer
10. Isagani D. Rosario	-SEPS, M & E
11. Diana Irish J. Solis	-SEPS, HRD
12. Janice M. Vergara	-Librarian II
13. Lemuel Dino V. Visperas	-Project Development Officer II
14. Noreen B. Vidal	-Division Nurse
15. Henry Refuerzo	-Administrative Aide VI