

**Republika ng Pilipinas**  
**Kagawaran ng Edukasyon**  
**Rehiyon V (Bikol)**

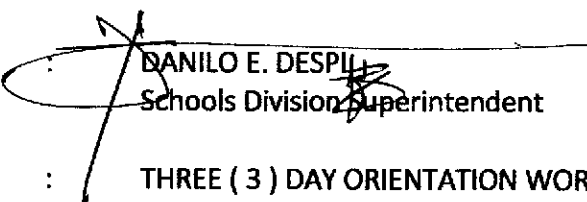
**Tanggapang Pansangay ng mga Paaralan ng Lungsod Iriga**

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**DIVISION MEMORANDUM**

No. 136 s. 2022

TO : Assistant Schools Division superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
School Heads (Elementary /Secondary )  
Salvacion E. Bermejo – Division Accountant  
Arthur M. Ramboyong -Administrative Officer V  
Francia N. Martinez – Administrative Officer IV (Cash and Property)  
Division Inventory Team/Members  
Administrative Officers II (Elementary )– In Charge for Property  
School Property Custodian (Elementary/Junior/Senior HS)  
All Other Concerned

FROM :  **DANILO E. DESPI**  
Schools Division Superintendent

SUBJECT : THREE ( 3 ) DAY ORIENTATION WORKSHOP FOR THE SCHOOL PROPERTY CUSTODIANS ON THE PREPARATION OF MID-YEAR PHYSICAL INVENTORY CY 2022.

DATE: : July 15, 2022

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Pursuant to **COA Circular No. 80-124** dated January 18, 1980 provides that Physical inventory- taking is an indispensable procedure for checking the integrity of property custodianship which has to be regularly enforced and that the inventory reports shall be submitted to the Auditor, and the **COA CIRCULAR No. 2020-006** dated: **January 31, 2020** states that” The non-establishment of the accuracy of the PPE balances presented in the financial statements is due to the existence of massive amounts of discrepancies in PPE account balances of government agencies; which is why **COA Circular No. 2020-006** was implemented. This circular prescribes the guidelines and procedures on inventory taking, recognition of those found at station, and disposition for non-existing/missing PPE items for the one-time cleansing of PPE accounts of government agencies to establish PPE balances that are verifiable as to existence, condition, and accountability. Furthermore, this circular covers National Government Agencies,” and lastly Implementing Guidelines on COA Circular No. 2022-004 dated May 31, 2022.

Due to unreconciled reports of Finance and Supply/Property Office together with the non-submission of School Physical Inventory, a three ( 3 ) day Orientation Workshop will be conducted by the Division Inventory team, Finance Section, Administrative Officer IV, Administrative Officer II for Elementary, School Property Custodian (Elementary, Junior/Senior HS) and all other concerned on this activity on July 12-14, 2022 venue to be announced later.

The participants are required to bring the following :

- Laptop, Flash Drive or Hard Drive
- Printer at least 3 printer per District
- School Property Inventory Report CY 2021
- Purchase Order for Prior Years to present (last 10 years if there's a file  
in the school)
- Delivery Receipt of Equipments from (Central, Regional, Division and  
others) Delivery Receipt for Donations/Fund Raising /and  
other Items

At the end of the activity, participants are expected to prepare synchronize and complete Mid-Year School and Division Physical Inventory Report for CY 2022 to be submitted at the COA Office this Division.

A Registration of **One Thousand Eight Hundred (Php. 1,800.00 ) Pesos** only for the Food and Venue and Supplies for three day. All expenses relevant to this Activity is chargeable against School MOOE/HRD Funds (OSDS) subject to usual budgeting, accounting and auditing rules and regulations.

Details of Activity are the following:

- 1) Enclosure No. 1- Program of Activities
- 2) Enclosure No. 2 – List of Participants
- 3) Enclosure No. 3 – Executive, Technical and Working Committee

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Tanggapang Pansangay ng mga Paaralan ng Lungsod Iriga

## PROJECT PROPOSAL

1. TITLE	2. TYPE	3. DURATION
THREE (3) DAY ORIENTATION WORKSHOP FOR THE SCHOOL PROPERTY CUSTODIANS IN THE PREPARATION OF MID-YEAR PHYSICAL INVENTORY CY 2022	Regular _____	July 12-14, 2022
	Special _____	
<b>4. GOALS/OBJECTIVES</b>	<b>5. LEAD IMPLEMENTING UNIT/OFFICER</b>	
a) To orient the School Property Custodians on their functions in ASSET MANAGEMENT  b) To know the proper use of different forms of procurement  c) To prepare and submit the Mid-Year SCHOOL/ DIVISION PHYSICAL INVENTORY FOR CY 2022.	SDO ADMIN- SUPPLY UNIT	
	<b>6. PARTICIPATING/COOPERATING UNIT/OFFICER</b>	
	<b>DANILO E. DESPI</b> Schools Division Superintendent  <b>MA SHIELA V. LAGODA</b> Asst. Sch. Division Superintendent  <b>SALVACION E. BERMEJO</b> Accountant III	
<b>7. PARTICIPANTS/CLIENTILE</b>		
SDO:	ADMIN. OFFICER II (ELEMENTARY)	14
SDS (FREE FOOD)	SCHOOL PROPERTY CUSTODIANS:	
ASDS (FREE FOOD)	ELEMENTARY :	CENTRAL DISTRICT 8
INSPECTORATE (FREE FOOD)		SOUTH DISTRICT 12
ACCOUNTING 2		NORTH DISTRICT 14
ADMIN 1	SECONDARY :	12
SUPPLY/PROPERTY 3		
	6	60
<b>GRAND TOTAL</b>		<b>66</b>
<b>8: PARTNER ORGANIZATION/AGENCY</b>		
<b>9. DESCRIPTION/COMPONENTS/ACTIVITIES</b>		
<b>A. RATIONALE</b>		
This three (3) day Orientation Workshop for the School Property Custodians will enable to apply the correct processing, recording and custodianship in ASSET MANAGEMENT and be able the participants to submit THE UNIFORM FORMAT/TEMPLATE FOR THE Mid-Year School Physical Inventory CY 2022.		

**B. PROCEDURES/COMPONENTS/STRATEGY**

**PRE-IMPLEMENTATION**

- 1 Meeting with the Newly Hired Administrative Officers regarding the need to conduct the activity.

**IMPLEMENTATION**

- 1 Conduct actual School Physical Inventory
- 2 Review the Procurement in the School for the semi-expendable property for the inclusion in the School Inventory

**POST-IMPLEMENTATION**

- 1 Submission of Mid-Year School Inventory for CY 2022.

**C. VENUE**

To be announced later.

**10 BUDGETARY REQUIREMENTS**

**FOOD AND VENUE**

PARTICULARS	QUANTITY	UNIT COST	NO. OF DAYS	COST PER PAX	TOTAL PAX
BREAKFAST	66	100.00	3	300.00	19,800.00
AM SNACKS	66	100.00	3	300.00	19,800.00
LUNCH	66	300.00	3	900.00	59,400.00
PM SNACKS	66	100.00	3	300.00	19,800.00
<b>TOTAL</b>					<b>118,800.00</b>

**11 SOURCE OF FUNDS:**

PARTICIPANTS FROM SDO  
PARTICIPANTS FROM SCHOOLS

2022 OSDS FUND  
2022 SCHOOL MOOE

**12 ATTACHMENT:**

- ENCLOSURE NO. 1 PROGRAM OF ACTIVITY
- ENCLOSURE NO. 2 LIST OF PARTICIPANT
- ENCLOSURE NO. 3 WORKING COMMITTEE

Proponent:

**FRANCIAN. MARTINEZ**  
Administrative Officer IV  
Cash and Property

Recommending Approval:

**MARIA-SHEILA V. LAGODA** *on study leave*  
Asst. Schools Division superintendent

Approved:

**DANILO E. DESPI**  
Schools Division Superintendent

**Enclosure No. 1**

**THREE ( 3 ) DAY ORIENTATION WORKSHOP FOR THE SCHOOL PROPERTY CUSTODIANS  
IN THE PREPARATION OF MID-YEAR PHYSICAL INVENTORY  
FOR CY 2022 ON July 12-14, 2022**

**PROGRAM OF ACTIVITIES**

**Day 1**

TIME	ACTIVITY	PERSONS INVOLVED
7:30 - 8:00 AM	Registration of Participants	
8:00 - 8:45 AM	Opening Program	
	Lupang Hinirang	AVP
	Prayer	TERESITA V. GONOWON
	Bicol Regional March	AVP
	Welcome Remarks	MARIA SHEILA V. LAGODA Asst. Schools Div. Superintendent
	Presentation of Participants	REGINA C. NACARIO AO II
	Message	DANILO E. DESPI Schools Division Superintendent
8:45 – 9:15 AM	Statement of the Purpose	FRANCIA N. MARTINEZ Administrative Officer IV
9:15 – 9:30 AM	Working Break	
9:30 -11:30PM	ASSET MANAGEMENT	Girlie T. Pandes, Teresita Gonowon, Danica Armila C. Orbon,, John Paul Babol Administrative Officer II
11:30-12 PM	OPEN FORUM	
12:00 1:00 PM	LUNCH	
1:00 – 1:10 PM	Energizer	HAZEL VARGAS
1:10 – 2:30 PM	Implementing Guidelines on COA Circular 2020-006 dated January 31, 2020	SALVACION E. BERMEJO
2:30 – 3:00 PM	OPEN FORUM	
3:00 – 3:15 PM	WORKING BREAK	
3:15- 4:30 PM	Implementing Guidelines of COA Circular No. 2022-004 dated May 31, 2022	FRANCIA N. MARTINEZ Administrative Officer IV (Supply)
4:30- 5:00 PM	OPEN FORUM	

**PROGRAM OF ACTIVITIES**

**Day 2**

TIME	ACTIVITY	PERSONS INVOLVED
7:30 - 8:00 AM	Registration of Participants	Committee on Registration
8:00- 8:30 AM	Opening Program	
	Lupang Hinirang	AVP
	Prayers	MARYLNNE E. NACARIO
	Bicol Regional March	AVP
8:30- 8:40 AM	Energizer	GIRLIE T. PANDES
8:40- 10:00 AM	Different Forms/Templates of ASSET Management	ISAGANI N. MARTINEZ, JR.
10:00 -10:15 AM	Working Break	
10:15 -11:15 AM	Specification/Category in preparation of Physical Inventory	Regina C. Nacario, Lea C. Sumpay, Penny Llagas, Ginalyn Llorin, Maribel E. Pandes, Marylyne A. Nacario, Claricar Sadie, Hazel Vargas
11:15- 12:00 PM	Open Forum	
12:00-1:00 PM	Lunch Break	
1:00-1:10PM	Energizer	CLARICAL SADIE
1:10 -5:00 PM	Workshop Proper for the Preparation of Mid-Year School/Division Physical Inventory CY 2022	Facilitator- All Administrative Officer II & Supply Officer I

**DAY 3**

TIME	ACTIVITY	PERSONS CONCERNED
7:30 - 8:00 AM	Registration of Participants	Registration committee
8:00- 8:30 AM	Opening Program	
	Lupang Hinirang	AVP
	Prayers	DANICA ARMELA T.ORBON
	Bicol Regional March	AVP
8:30- 8:40 AM	Energizer	MARIBEL E. PANDES
8:40-10:00 AM	Continuation of Workshop	
10:00-10:15 AM	Working Break	
10:15-12:00 PM	Continuation of Workshop	
12:00-1:00 PM	Lunch Break	
1:00-1:10PM	Energizer	PENNY M. LLAGAS
1:10-3:00 PM	Continuation of Workshop	
3:00-3:15 PM	Working Break	
3:15 - 4:30 PM	Submission of complete Mid-Year School Physical Inventory for CY 2022 by School	
4:30 - 5:00 PM	Closing program Distribution of Certificate per School No submission of complete Mid-Year School Physical Inventory for CY 2022 No Certificate of Attendance will be given	
	Closing Remarks	ARTHUR M. RAMBOYONG Administrative Officer V

**EMCEE: DAY 1  
DAY 2  
DAY 3**

**JOHN PAUL BABOL  
TERESITA GONOWON  
MARIBEL E. PANDES**

**Enclosure No. 2**

**THREE ( 3 ) DAY ORIENTATION WORKSHOP FOR THE SCHOOL PROPERTY CUSTODIANS  
IN THE THE PREPARATION OF MID-YEAR PHYSICAL INVENTORY  
FOR CY 2022 ON JULY 12-14, 2022**

**LIST OF PARTICIPANTS**

	<b>NAME</b>	<b>DESIGNATION</b>	
1	ARTHUR M. RAMBOYONG	Administrative Officer V	
2	SALVACION E. BERMEJO	Accountant II	
3	NIGEL DE LEON	ADAS II	
4	FRANCIA N. MARTINEZ	Administrative Officer IV (Cash and Property)	
5	ROSALIE I. SERRANO	ADAS III	
6	RHONA BAAL	CLERK (Casual )	
	ADMINISTRATIVE OFFICER II		
7	GIRLIE T. PANDES	IRIGA CENTRAL SCHOOL	
8	TERESITA V. GONOWON	SAN ISIDRO ELEM. SCHOOL	
9	REGINA C. NACARIO	SAN NICOLAS ELEM. SCHOOL	
10	MARIBEL E. PANDES	SAN AGUSTIN ELEM. SCHOOL	
11	ISAGANI N. MARTINEZ JR.	IRIGA SOUTH CENTRAL SCHOOL	
12	JOHN PAUL BABOL	IRIGA NORTH CENTRAL SCHOOL	
13	LEA S. MORAN		
14	DANICA ARMELA T. ORBON		
15	HAZEL VARGAS		
16	PENNY M. LLAGAS		
17	GINALYN LLORIN		
18	MARYLYNN A. NACARIO		
19	REBECCA MONTE		
20	CLARICAR SADIE		
	<b>CENTRAL DISTRICT</b>		
	<b>SCHOOL PROPERTY CUSTODIAN FOR: CENTRAL DISTRICT</b>	<b>Continuation:</b>	
		<b>SOUTH DISTRICT</b>	
21	San Agustin ES	38	Sto Niño ES
22	Don Lazaro Mada ES	39	San Juan ES
23	San Francisco ES	40	Tirikirikan ES
24	Sta Cruz ES		
25	Salvacion ES		<b>NORTH DISTRICT</b>
26	Francia ES		<b>SCHOOL PROPERTY CUSTODIAN FOR:</b>
27	San Miguel ES	41	Antipolo ES
28	San Jose ES	42	Cawayan ES
		43	Cristo Rey ES
	<b>SOUTH DISTRICT</b>	44	Niño Jesus ES
		45	Sagrada ES
	<b>SCHOOL PROPERTY CUSTODIAN FOR:</b>		
29	Banao ES	46	San Ramon ES
30	La Anunciacion ES	47	San Andres ES
31	La Purisima ES	48	Sta Cruz Norte ES
32	La Medalla ES	49	San Vicente Norte ES
33	La Trinidad ES	50	STA Teresita ES
34	La Trinida ES	51	San Pedro ES
35	Sta Elena ES	52	San Rafael ES
36	San vicente Sur ES	53	Sta Isabel ES
37	San Anton io ES	54	Tubigan ES

	SECONDARY SCHOOLS		
55	Zeferino Arroyo High School		
56	Perpetual Help High School		
57	Sagrada High School		
58	Rinconada Technical Vocational School		
59	San Antonio High School		
60	Sto Niño High School		
61	San Pedro High School		
62	Cristo Rey IS		
63	SPED		
64	Santiago IS		
65	Sta Maria High School		
66	San Agustin Senior High School		