



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

DEPARTMENT OF EDUCATION
BDO-Iriga City RECORDS SECTION

RELEASED
28 JUL 2026

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD-IRIGA 2026-07-30/4/11

July 28, 2026

DIVISION MEMORANDUM

No. 364 s. 2026

**DIVISION TRAINING WORKSHOP ON STRENGTHENING PROPERTY
ACCOUNTABILITY THROUGH PROPERTY INVENTORY FORMS AND DISPOSAL
OF GOVERNMENT PROPERTIES**

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
OIC-Public Schools Division Supervisors
Elementary and Secondary School Heads
School Administrative Officer II / School Property Custodian
All Others Concerned

1. The Schools Division Office of Iriga City, through the Supply Section will conduct the **Division Training Workshop on Strengthening Property Accountability Through Property Inventory Forms and Disposal of Government Properties on August 6-7, 2026** at a venue to be announced.

2. The training workshop aims to achieve the following:
- Strengthen the capacity of school property custodian in managing government assets through proper inventory, accountability, and disposal procedures; and
 - To properly accomplish inventory form and related reports before the actual physical inventory and reconcile property records.

3. The participants for this training workshop are the Administrative Officer II / School Property Custodians. For schools without non-teaching property custodians, school heads are to attend, not teachers. Participants are required to bring laptop and extension wire.

4. Attached are the following enclosures for your reference and guidance:
- Enclosure I – Executive Committee and Technical Working Group
 - Enclosure 2 – List of Participants

5. A Registration fee of One Thousand Two Hundred Pesos (P1,200.00) of each participant shall be collected to cover the expenses for meals and venue.

6. Expenses relative to the conduct of the training workshop shall be charged against Local Funds/School MOOE/Division MOOE and other available funds subject to usual accounting and auditing rules and regulations.

7. Immediate dissemination of information and strict compliance with this Memorandum is desired.

Maria Magnolia F. Brioso

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Maagap,
Edukasyon ay Dekalidad!*

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