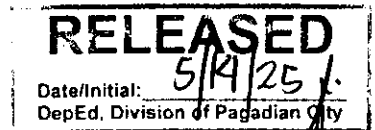




Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**



**OFFICE OF SCHOOLS DIVISION SUPERINTENDENT**

May 8, 2025

**DIVISION MEMORANDUM**

No. III, s.2025

**OPTIMIZING ASSET MANAGEMENT: CAPACITY BUILDING FOR  
DEPED PROPERTY OFFICERS**

To: Administrative Officers II ) Public Schools, All Levels  
Designated Supply/Property Officers, ) Implementing Units,  
School Heads ) Non-Implementing Units  
This Division

1. Pursuant to COA Circular No.006 s.2020, "Guidelines and Procedures in the conduct of Physical Count of Property, Plant and Equipment (PPE), recognition of PPE Items Found at Station and Disposition for Non-Existing/Missing PPE Items, for the One-time Cleansing of PPE Account Balances of Government Agencies", this Division is committed to continuous improvement thus taking its initiative to conduct a Capacity Building on **May 27 to 29, 2025, 8:00-5:00pm** at Athena's Garden Hotel, Banale, Pagadian City.
2. The Division Capacity building aims to:
  - a. Capacitate AOs/ Property Officers in leading to better asset management and enhanced compliance;
  - b. Improve the accuracy and reliability of inventory management and ensure precise asset records and reports;
  - c. Orient the participants on COA Circular No. 006 s.2020, "Guidelines and Procedures in the conduct of Physical Count of Property, Plant and Equipment (PPE);
  - d. Promote sustainability and responsible asset management practices and align with operational objectives.
3. Participants in this activity from both IUs and Non-Ius are all Administrative Officers II and Designated Supply/Property Officers as indicated in Enclosure 1.

OSDS-ASMS  
Control No.05/08/2025



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**OFFICE OF SCHOOLS DIVISION SUPERINTENDENT**

4. Meals and snacks, training materials of the participants and program management team shall be charged against MOOE Fund and subject to the usual accounting and auditing rules and regulations.
5. Attached to this memorandum are the following:
  - Enclosure 1: List of Participants and Program Management Team
  - Enclosure 2: Program Matrix
6. In the case of incomplete participation, where a participant needs to leave before the end of the activity, or non-participation due to valid reasons, a written justification signed by their school head is required.
7. Participants are advised to bring laptops and extension cords for the duration of the activity. They are also required to bring records and reports of physical count of inventory. Please confirm your attendance or register through the link <https://forms.gle/4e8yAT9aQYXuHqmY7>
8. For any concerns and clarifications please look for Ms. Suzette C. Sarausa, Administrative Officer IV – SDO Property Officer through her number: 0917-722-5952.
9. Immediate and wide dissemination of this Memorandum is enjoined.

**DANNY B. CORDOVA, EdD. CESO V**  
Schools Division Superintendent

OSDS-ASMS  
Control No.05/08/2025



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**OFFICE OF SCHOOLS DIVISION SUPERINTENDENT**

Enclosure 1

**List of Participants**  
**OPTIMIZING ASSET MANAGEMENT: CAPACITY BUILDING FOR DEPED PROPERTY OFFICERS**

	NAME	POSITION	STATION
1	CAMERO, JESSABELLE, S.	AO-II	AES/DVIS
2	RAMIREZ, REYLE L.	AO-II	LUMAD ES
3	MAMA, FATMA SHERIFA EDAYRA M.	AO-II	TIGUMA ES
4	ALCOSEBA, JEFFREY HIBAYA	AO-II	DUMAGOC ES
5	SANCHEZ, MAY ANN NASIAD	AO-II	BANALE ES
6	SABORNIDO, OLIVER E.	AO-II	ZSSAT
7	HABON, JEROME D.	AO-II	TAWAGAN SUR ES / MURICAY ES
8	ESPINOSA, JOEY ANN G.	AO-II	SAN PEDRO CES
9	PARDO, PHILIP EARL MONTILLANO	AO-II	ZAMBOANGA DEL SUR NHS
10	DAAN, JUDITH MIRASOL, ALONZO	AO-II	SAN JOSE ES
11	CARACA, MARY LITA C.	AO-II	TULAWAS IS
12	REBUSORA, JENNY T.	AO-II	LISON VALLEY ES, LISON VALLEY NHS, BENTUD PINUKIS ES
13	GUIHAMA, EVELYN P.	AO-II	CAMP ABELON ES
14	JAMITO, EDWIN JR. EGOS	AO-II	NORBERTA GUILLAR MEMORIAL NHS
15	DELIZO, JAY D.	AO-II	TOMAS SAGUN IS
16	ABRAHAM U. TAGALOG	AO-II	MACASING ES / KAHAYAGAN ES / FRANCISCO P. CONSOLACION NHS
17	ESPINOZA, KAREN C.	AO-II	BOMBA ES
18	TARDO, LOVELY CLAIRE A.	AO-II	WEPES
19	MONSION, JACQUELINE D.	AO-II	KAWIT ES
20	SAVAREZ, MARYANN SUPITER	AO-II	KALASAN IS
21	VILLA, ANNJORIE J.	AO-II	BOGO IS
22	MENDOZA, MARDIE N.	AO-II	NAPOLAN ES
23	CRISANTA YCOT	SH	PEDULONAN ES
24	ESPAÑOL, RICKY JAMES B.	AO-II	PABLO LITIGIO ES
25	DINGAL, ROGER VON, O.	AO-II	POLOYAGAN IS
26	SY, CHRISTINE F.	AO-II	NAZARETH ES

OSDS-ASMS  
Control No.05/08/2025



Republic of the Philippines  
**Department of Education**  
 Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**OFFICE OF SCHOOLS DIVISION SUPERINTENDENT**

Enclosure 1

**List of Participants**

**OPTIMIZING ASSET MANAGEMENT: CAPACITY BUILDING FOR DEPED PROPERTY OFFICERS**

	NAME	POSITION	STATION
27	MANAL, MANNY M.	AO-II	PAGADIAN CITY NHS
28	JAHARIA MOHAMMAD	SH	DUMALIAN IS
29	LICO, FATIMA A.	AO-II	PAGADIAN CITY PILOT SCHOOL
30	DELOS SANTOS, MARIA THERESA M.	AO-II	BALANGASAN CES
31	SAMBO, LAILA O.	HT-II	TAWAGAN SUR NHS
32	JOEFREY TUGAHAN	SH	LOURDES ES
33	SINGSON, CHRISTIAN L.	AO-II	PALPALAN ES
34	MARBELLA, REA GRACE F.	AO-II	PAGADIAN CITY NATIONAL COMPREHENSIVE HIGH SCHOOL
35	BELECENIA, ANGELITO P. JR.	AO-II	LALA ES & LAPEDIAN ES
36	RAFAL, PENNYLOVE A.	AO-II	STA. LUCIA CES
37	ALMINDA MORANTA	AO-II	DAMPALAN ES
38	CALIB, NAJEMA G.	AO-II	PAGADIAN CITY SCIENCE HIGH SCHOOL
39	ACLAN, SUZETTE S.	HT-II	NAPOLAN NHS
40	MOLINA, CRISTINO S.	AO-II	LENIENZA ES
41	ABILES, GENEVIEVE AGIR	AO-II	BUENAVISTA ES
42	MARIANO, JONATHAN M.	AO-II	BULATOK IS
43	GAHAPON, RHEYMA B.	AO-II	MANGA ES
44	ABALLE, SUNSHINE B.	AO-II	DAO ES
45	BATION, DELILAH A.	AO-II	BALLESTROS SR. ES
46	DUMO, SHIRLYN MAE COSEP	AO-II	BEN SAGUN MEMORIAL ES
47	NIGUS, MARIVIC G.	AO-II	RIVES
48	EGAM, OFELIA B.	AO-II	ZSNHS-SHS
49	BAGALANDO, JHO ANNE DOMINADO	AO-II	SAN PEDRO NHS & CAMPO ISLAM ES
50	BARNIDO, EMILY T.	AO-II	LOWER SIBATANG ES, OTTO LINGUE NHS, DEBOROK ES
51	LERIAS, CHARLEMAGNE RYAN O.	AO-II	KAGAWASAN IS
52	PACATANG, CHERYL B.	AO-II	TUBURAN CES

OSDS-ASMS

Control No.05/08/2025



Republic of the Philippines  
**Department of Education**  
 Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**OFFICE OF SCHOOLS DIVISION SUPERINTENDENT**

Enclosure 1

**List of Participants**

**OPTIMIZING ASSET MANAGEMENT: CAPACITY BUILDING FOR DEPED PROPERTY OFFICERS**

	NAME	POSITION	STATION
53	MARTINEZ, ROSIE A.	AO-II	TATA MONG MEMORIAL ES, UPPER SIBATANG ES, DITORAY NHS
54	OYANIB, LIONEL A.	AO-II	GUBAK ES / GUBANG IS
55	MARY ANN DURAN	SH	LA SUERTE IS
56	CHERRY ANITO	SH	WHITE BEACH ES
57	AMPARADO, RENE F.	AO-II	BALINTAWAK ES
58	DAYOC, JOEL M.	ADA	STA. LUCIA NHS
59	SHERWIN AMORES	SH	TULANGAN IS
60	ALAO, JONAHS M.	AO-II	BAGONG SILANG ES
61	APATAN, EULOGIO	ADAS	MANGA NHS
62	PANG-AN, ALMA	T-II	LALA NHS

**PROJECT MANAGEMENT TEAM**

	NAME	POSITION	STATION
1	DANNY B. CORDOVA, CESO V	SDS	SDO
2	JUDITH V. ROMAGUERA, CESO VI	ASDS	SDO
3	IVY J. ESTADILLA	AO-V	SDO
4	SUZETTE C. SARAUSA	AO-IV	SDO
5	MARYANN S. SAVAREZ	AO-II	KALASAN IS
6	MARIVIC G. NIGUS	AO-II	RIVES
7	JUDITH MIRASOL A. DAAN	AO-II	SAN JOSE ES
8	CHARLEMAGNE RYAN O. LERIAS	AO-II	KAGAWASAN IS
9	LOVELY CLAIRE TARDO	AO-II	WEPES
10	CHRISTOPHER JAY S. GOMEZ	ADAS-III	SDO
11	DAVELOUIE-OTTO C. LINGUE	ADAS-III	SDO

OSDS-ASMS  
 Control No.05/08/2025



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**OPTIMIZING ASSET MANAGEMENT: CAPACITY BUILDING FOR DepED PROPERTY OFFICERS**  
**TRAINING MATRIX**  
**May 27-29, 2025**

Time	DAY 1 May 27, 2025	DAY 2 May 28, 2025	DAY 3 May 29, 2025
8:00am - 9:30am	<ul style="list-style-type: none"><li>• Registration</li><li>• Distribution training supplies</li><li>• Opening Program (House Rules, QPS &amp; Statement of Purpose)</li></ul>		
8:00am - 8:30am		Attendance Check MOL	Attendance Check MOL
9:30 am - 10:00am	<b>1<sup>st</sup> Session</b> Overview of Asset Management and General Principles <i>Suzette C. Sarausa</i>		

Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City





Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

<b>8:30 am - 9:30am</b>		<b>6th Session</b> Custodianship Part 1  <i>Suzette C. Sarausa</i>	<b>9th Session</b> Inventory Cleansing - Accounting Perspective  <i>Division Accountant - Myrien Gile T. Mier, CPA</i>
<b>9:30am - 10:00am</b> <b>10:00am - 10:30am</b>	<b>MORNING BREAK</b>	<b>MORNING BREAK</b>	<b>MORNING BREAK</b>
<b>10:30am - 11:30am</b>	<b>2nd Session</b> Buildings and Other Infrastructure  <i>Engr. Alejandro N. Samonte Jr.</i>		<b>10th Session</b> Inventory Cleansing - Property Perspective  <i>Suzette C. Sarausa</i>
<b>10:00am - 11:00am</b>		<b>6th Session</b> Custodianship Part II  <i>Suzette S. Aclan / Lovely Claire Tardo</i>	





Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

	<b>Division Librarian Julie S. Balalao</b>		
<b>2:00pm - 2:30pm</b>	<b>Q &amp; A for 3<sup>rd</sup> Session</b> <i>Maryann S. Savarez</i> <i>Annhorie Villa</i>	<b>Q &amp; A and Open Session/ Discussion</b> <i>Suzette C. Sarausa</i>	
<b>2:30pm - 3:00pm</b>	<b>AFTERNOON BREAK</b>		
<b>3:00pm - 4:00pm</b>	<b>4<sup>th</sup> Session</b> Inspection and Acceptance <i>PSDS Dexter Jones Fiel/</i> <i>SEPS Sanny Boy Asim</i>	<b>8<sup>th</sup> Session</b> Custodianship Part III <i>Laila Sambo - Tawagan Sur</i> <i>NHS</i>	

Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City







Republic of the Philippines

## Department of Education

Region IX, Zamboanga Peninsula

DIVISION OF PAGADIAN CITY

4:00pm - 4:45pm	Q & A for 4 <sup>th</sup> Session <i>Jho Anne Bagalando</i> <i>Reyle L. Ramirez</i>	Open Session / Discussion <i>Jho Anne Bagalando</i> <i>Reyle L. Ramirez</i>	
4:45pm - 5:00pm	Announcements/ Reminders/QATAME <i>Davelouie-Otto C. Lingue</i>	Announcements/ Reminders/QATAME <i>Davelouie-Otto C. Lingue</i>	Announcements/ Reminders/QATAME <i>Marrivic G. Nigus</i>
			CLOSING PROGRAM/ AWARDING OF CERTIFICATES/ PHOTO OP

Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

