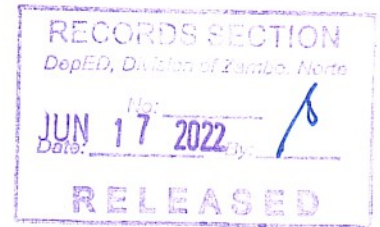




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 223, S. 2022

To: Public Schools District Supervisors
School Heads (Both Elementary & Secondary)
Identified Property Custodians
This Division

From: **VIRGILIO P. BATAN JR., CESO VI**
Schools Division Superintendent

Subject: **Live-In Seminar-Workshop for Property Custodians**

Date: June 16, 2021

1. In acknowledgment to the vital role Property Custodians play in ensuring an enabling and supportive environment for effective learning to happen and in line with the commitment of DepEd to ensure the personnel's upskilling and reskilling, the office will hold a **Live-In Seminar-Workshop for Property Custodians on June 29-30, 2022 at Top Plaza Hotel, Dipolog City.**
2. The activity aims to keep them abreast with updates and latest developments, strengthen and harness their sense of accountability and showcase best practices in asset management.
3. The list of identified participants and matrix of activities are enclosed. Everybody is advised to strictly observe the required health and safety protocols by wearing face mask while attending the said convergence.
4. Expenses incurred in the conduct of this activity shall be charged against HRTD Funds – DO Proper while travel expense of participants shall be chargeable against their respective MOOE, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this memorandum is directed.

SUPJlr/Seminar-Workshop for Property Custodians/DM010-2022/061621

N-avigating
O-pportunities to
R-engineer for
T-ransformation &
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

TRAINING-WORKSHOP FOR PROPERTY CUSTODIANS
June 29-30, 2022
Top Plaza Hotel, Dipolog City

TIME	ACTIVITY/TOPIC	IN-CHARGE
JUNE 29, 2022		
2:00 - 2:30pm	Arrival and Registration	Secretariat
2:30 – 2:45pm	Opening Program	
2:45 - 4:00pm	Capitalization Threshold Increase (A Review on COA Circular No. 2022-004)	Jun Leonard U. Romarate
4:00 - 5:30pm	PPE Inventory Taking Process (Delegated Tasks)	Edwin O. Curam
Take Home Assignment: To input provided data in the appropriate inventory forms		
JUNE 30, 2022		
8:00 - 8:15am	MOL	Secretariat
8:15 - 10:00am	Ethics and Accountability	Jun Leonard U. Romarate
10:00-11:30am	Property Records Management	Edwin O. Curam
11:30-12:00nn	Closing Program/Giving of Certificates	Secretariat
12:00noon	Lunch Break / End of Activity	





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TRAINING-WORKSHOP FOR PROPERTY CUSTODIANS
JUNE 29 – 30, 2022
Top Plaza Hotel, Dipolog City

LIST OF PARTICIPANTS

NO.	DISTRICT	DISTRICT PROPERTY CUSTODIAN
	1ST CONGRESSIONAL DISTRICT	
1	RIZAL	FE B. LATIGO
2	SIBUTAD	MARIBETH SERDAN
3	LA LIBERTAD	JOCELYN J. TUBAON
4	PIÑAN	LYKAR G. PORACAN
5	MUTIA	EMMIE P. BASONG
6	POLANCO I	MARIEL P. BATUAMPO
7	POLANCO II	RENE ELLO
8	POLANCO III	RUMIL G. GUITARTE
9	SERGIO OSMEÑA I	ELISA C. ROLLORATA
10	SERGIO OSMEÑA II	RODENINA S. MERALLES
11	SERGIO OSMEÑA III	RAFFY P. TABANAO
2ND CONGRESSIONAL DISTRICT		
12	KATIPUNAN I	LUIS A. FEROLINO
13	KATIPUNAN II	MARIANITO E. RUBIN
14	KATIPUNAN III	BERLITO M. MENTE
15	KATIPUNAN IV	KIZZIE R. DELA PEÑA
16	ROXAS I	IRISH CHARM Y. JALOSJOS
17	ROXAS II	BERNIE ABRENICA
18	ROXAS III	OCTHOISAN P. RUBIA-EGOS
19	MANUKAN I	EDITHO B. DINGAL
20	MANUKAN II	JEFFERSON R. ABELLO
21	MANUKAN III	MELCHOR S. TULABING
22	PONOT I	JOAN G. PUJANES
23	PONOT II	ALICIA B. LUMANOG
24	SINDANGAN NORTH I	OLIVER T. BELOCURA
25	SINDANGAN NORTH II	JULIET C. BERO
26	SINDANGAN CENTRAL I	LORENA S. CENAS
27	SINDANGAN CENTRAL II	VIVENCIO C. BENSULAN JR.
28	SINDANGAN CENTRAL III	VOLTAIRE R. ARTICULO
29	SINDANGAN SOUTH I	ERNIE G. ANDUS
30	SINDANGAN SOUTH II	RITCHELLE C. BINOYA
31	SIAYAN I	SIRFRADO A. GALIT





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32	SIAYAN II	CORA A. ABUBUTAL
33	SIAYAN III	ALDRIN B. BACULPO
3RD CONGRESSIONAL DISTRICT		
34	BACUNGAN I	NAZARIO P. SALATAN
35	BACUNGAN II	JULIEFRANT M. SAMBANG
36	SALUG I	ELBERT L. BAYA
37	SALUG II	JERRY C. BROBO
38	SALUG III	AIDA JOCELYN S. BARCENILLA
39	GODOD I	MYRALONA M. BERMUDEZ
40	GODOD II	EVELYN PALMA
41	LILOY I	ROMEL V. BANGA
42	LILOY II	LUZBELLA R. SALAPA
43	LILOY III	NORMA E. GARCIA
44	TAMPILISAN I	SALLY A. CAMILO
45	TAMPILISAN II	ROSARIO G. BALUSTRE
46	KALAWIT I	JASON L. JALIGUE
47	KALAWIT II	MARIVIC DERAMA
48	LABASON I	RAYMOND B. TUMAPON
49	LABASON II	ANGELES YOSORES
50	LABASON III	RONELIA S. SALAZAR
51	GUTALAC I	HECTOR R. VILLAGRACIA
52	GUTALAC II	ARLENE A. BUNTAG
53	BALIGUIAN	RENANTE TIGLE
54	SIOCON I	EDGAR BATTAD
55	SIOCON II	DAISY M. TOLOMEA
56	SIOCON III	NURHAYDA J. HAMID
57	SIRAWAI I	VALERIA VERTUDAZO
58	SIRAWAI II	ALLAN L. DIAZ
59	SIBUCO I	MERLINDO V. ACOP
60	SIBUCO II	ALDRIN N. MATEO

IMPLEMENTING UNITS

	DISTRICT	SCHOOL	SCHOOL PROPERTY CUSTODIAN
61	BACUNGAN I	BACUNGAN NHS	RENEBOY SALASAYO
62	GUTALAC I	GUTALAC NHS	ARIEL O. DE LA CRUZ
63	KATIPUNAN I	KATIPUNAN NHS	ALVEN RAFOLS
64	LABASON I	KIPIT-AGRO FISHERY HS	JOSE G. BAHIAN JR.
65	LABASON II	UBAY NHS	MARY JOANNE S. DAGUPLO
66	LILOY II	LILOY NHS	MARICAR A. ANGUB





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67	MANUKAN I	MANUKAN NHS	VIOLET HYDA ROSS P. JUSEP
68	PIÑAN	PIÑAN NHS	MARIBEL B. PAGASIAN
69	POLANCO I	POLANCO NHS	MARTI G. GALLEMIT
70	ROXAS I	LANGATIAN NHS	BUENAVENTURA R. ABELLO
71	ROXAS II	DOHINOB NHS	LORA MAE J. CORDERO
72	SALUG III	SALUG NHS	ARNEL A. ALVIAR
73	SERGIO OSMEÑA I	SERGIO OSMEÑA NHS	BALTAZAR R. BUOT
74	SIBUTAD	SIBUTAD NHS	ANTONIO C. ACAYLAR SR.
75	SINDANGAN CENTRAL I	SINDANGAN NHS	MARIA FE N. BULATAO
76	SINDANGAN CENTRAL II	SINDANGAN NAS	NELYN V. HAMOC
77	SIOCON I	JULIAN SORIANO MCHS	DIVINA CORAZON B. DALURA
78	SIOCON II	SIOCON NHS	JEANO S. MAGHANOY
79	TAMPILISAN I	TAMPILISAN NHS	WILFREDA D. NALZARO

NON-IMPLEMENTING UNITS

	DISTRICT	SCHOOL	SCHOOL PROPERTY CUSTODIAN
80	BALIGUIAN	BALIGUIAN NHS	JOEL T. MUDJA
81	GODOD I	GODOD NHS	JOCELYN S. AJERO
82	KALAWIT I	KALAWIT NHS	JOCELYN C. UGBAMIN
83	LA LIBERTAD	LA LIBERTAD NHS	
84	LABASON III	BALAS NHS	
85	LILOY III	COMPRA NHS	JANICE A. CATUBIG
86	MUTIA	MUTIA NHS	ANNABEL A. BARTOLOME
87	PONOT I	PONOT NHS	MANILYN S. TIU
88	RIZAL	RIZAL NHS	FRANKLIN A. BAYOBAY JR.
89	SERGIO OSMEÑA III	SAN JOSE NHS	ELJIE O. BORLING
90	SIAYAN I	SIAYAN NHS	
91	SIAYAN II	GUNYAN NHS	EDEN REQUINA
92	SIBUCO I	SIBUCO NHS	AYESHA P. TUTUAN
93	SIBUCO II	MALAYAL NHS	WILSON G. BULALANG
94	SIRAWAI I	SIRAWAI NHS	NONIE M. DAPII
95	SINDANGAN CENTRAL	SINDANGAN PILOT DEMONSTRATION SCHOOL	MICHAEL E. TAN
96	SINDANGAN NORTH I	SIARI JOHN H. ROEMER NHS	MARITESS J. PATLINGRAO

