



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 157, s. 2026

APR 08 2026

SEMINAR ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (PSMS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior, and Senior High School Heads
All Others Concerned

1. Pursuant to Presidential Decree No. 1445 (Government Auditing Code of the Philippines) and the Government Accounting Manual for National Government Agencies – Volume I (Accounting Policies, Guidelines, and Procedures and Illustrative Accounting Entries), proper management of government property and supplies is essential to ensure that public resources are safeguarded, efficiently utilized, and accurately accounted for. The conduct of the **Seminar on Property and Supply Management System (PSMS)** aims to equip participants with the knowledge and skills necessary to implement internal control measures, comply with procurement procedures, and fulfill custodial responsibilities. By addressing the entire asset lifecycle - from acquisition and utilization to issuance and disposal—the seminar promotes transparency, accountability, and efficiency, ultimately strengthening public trust and enhancing the delivery of government services.
2. This Office announces the conduct of the seminar on the following dates:
Batch 1: April 21-23, 2026
Batch 2: April 28-30, 2026
Venue: The venue shall be announced at a later date.
3. **This activity aims to:**
 - a. Apply internal controls, perform custodial duties, and follow proper procedures for issuing supplies, ensuring that government resources are protected, accurately recorded, efficiently used, and properly accounted for.



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- b. Understand procurement principles, legal requirements, and procedures, including alternative methods and the full procurement cycle, to promote transparency, competitiveness, compliance, and operational efficiency.
 - c. Follow lawful, transparent, and cost-effective procedures for disposing of government property, reinforcing ethical stewardship, accurate reporting, and responsible management to strengthen public trust and improve service delivery.
4. A **registration fee** in the amount of **Six Thousand Three Hundred Pesos (P6,300.00)**, covering meals and registration expenses, shall be charged against the **Maintenance and Other Operating Expenses (MOOE)** for Non-Implementing Units. For participants from **Implementing Units**, payment shall be made through the SDO Cashier Section **not later than April 13, 2026**.
 5. Attached are the list of participants and the training matrix.
 6. Participants are required to provide the necessary details requested by the training facilitator from the Commission on Audit through the link provided (<https://tinyurl.com/SDOBTN-LARGE-PSMS>) **on or before April 08, 2026**.
 7. This Memorandum shall serve as the Authority to Travel for the participants.
 8. Attendance is required for all participants. Proxies are not allowed.
 9. Immediate dissemination of and strict compliance with this Memorandum are directed.


CAROLINA S. VIOLETA, EdD, CESO V


Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure no. 01 to Division Memorandum no. _____, s. 2026

SEMINAR ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (PSMS)

LIST OF PARTICIPANTS

Batch 1 – April 21-23, 2026

NO.	NAME	POSITION / DESIGNATION	OFFICE / DEPARTMENT
TRAINEES			
1	MYRA V. DILIG	Accountant III	SDO BATAAN
2	ETHEL JOYCE BARTOLOME	Administrative Officer IV	SDO BATAAN
3	RICHARD ALBORO	Information Technology Officer I	SDO BATAAN
4	MERCK BRYAN GRAGASIN	Division Engineer III	SDO BATAAN
5	AHLENE KAY M. MATILDE	Administrative Assistant III	SDO BATAAN
6	MARVIE D. SANTOS	Administrative Assistant III	SDO BATAAN
7	HANNAH GRACE D. BARATA	Administrative Assistant III	SDO BATAAN
8	MARIEL C. CABUTAJE	Administrative Assistant III	SDO BATAAN
9	ERWIN C. CABANA	Administrative Assistant II	SDO BATAAN
10	MARINEL D. LINTAG	Administrative Aide IV	SDO BATAAN
11	LIBNER B. EVANGELISTA	Administrative Officer I	Bonifacio Camacho NHS
12	MARY ANN C. ROXAS	Administrative Officer II	Bonifacio Camacho NHS
13	JHO ANDREA HIL L. MACALINAO	Administrative Officer II	Orani NHS
14	RHEA KATRINA D. PAULE	Administrative Assistant III	Orani NHS
15	RIZZA TEODORO	Supply Officer I	Bataan School of Fisheries - JHS
16	ABRAHAM DIZON	Administrative Assistant II	Bataan School of Fisheries - SHS
17	BERNADETTE L. SACDALAN	Administrative Officer II	Justice Emilio Angeles Gancayco MHS
18	ALEXANDER H. ISIDRO	Administrative Assistant II	Justice Emilio Angeles Gancayco MHS
19	JESSICA G. DIMABUYO	Administrative Officer II	Pablo Roman NHS - SHS
20	LEO S. MUÑOZ	Administrative Assistant III	Pablo Roman NHS
21	THERESA L. MANGLICMOT	Administrative Officer II	Samal NHS - JHS
22	MARY ROSE I. SALONGA	Administrative Assistant III	Samal NHS
23	CELINA M. PEÑA	Administrative Officer II	Hermosa NHS-JHS
24	REGINA ALEISANDRA R. BUSTILLOS	Administrative Assistant III	Hermosa NHS
25	JUDY B. ACUÑA	Administrative Assistant II	Balsik National High School



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26	DIANA ROSE C. BAUTISTA	Administrative Assistant III	Abucay District Bookkeeper
27	SOPHIA ELLIS R. ATIBAGOS	Administrative Officer II	Abucay North ES
28	CATHERINE V. ALARCON	Administrative Officer II	Mabatang ES and P. Rubiano ES
29	MARIFER T. VISDA	Administrative Officer II	Tomas Pinpin MES
30	MARY JANE S. QUINTO	Administrative Assistant III	Hermosa District Bookkeeper
31	DENNIS P. GUINTO	Administrative Officer II	Almacen ES and Pulo IS
32	MARIE ANTONETTE R. TEODORO	Administrative Officer II	St. Ma. Virginia P. Leonzon MIS
33	KEVIN PATRICK R. LLAGUNO	Administrative Officer II	Sumalo IS
34	LOVELY RENZ M. GARCIA	Administrative Assistant III	Orani District Bookkeeper
35	LLIERA JANE C. GARCIA	Administrative Officer II	Kabalutan ES and Pulo IS
36	ARLENE A. ANTONIO	Administrative Officer II	Paraiso ES
37	ALLAN KAYE V. LEGASPI	Administrative Officer II	Orani NHS - Pagasa
38	CHEENE P. TASIC	Administrative Officer II	Orani NHS - Parang-Parang
39	MARIBEL P. DE ROXAS	Administrative Assistant III	Orion District Bookkeeper
40	MYRA T. ISIDRO	Administrative Officer II	Arellano ES
41	CYNTHIA L. AGBO	Administrative Officer II	Sta. Elena ES
42	ANDREW KING J. PIZARRO	Administrative Officer II	Sto. Domingo ES
43	GINA D. ESQUIVEL	Administrative Assistant III	Pilar District Bookkeeper
44	MICHELLE T. SERRAN	Administrative Officer II	Alauli ES
45	MA. CONCEPCION C. RONQUILLO	Administrative Officer II	Pilar ES
46	PAULINE T. SALAVERIA	Administrative Officer II	Wakas ES
47	BERNADETTE E. BOLIVAR	Administrative Assistant III	Samal District Bookkeeper
48	MARRY CONN M. GACUTAN	Administrative Officer II	Lalawigan ES
49	AVEGAIL B. NAÑASCA	Administrative Officer II	Samal North ES
50	MARY ANN O. PRIANES	Administrative Officer II	FC Del Rosario IS

COA Speakers and TWG

1	MS. DIANA ROSE D. SANTOS	SPEAKER	
2	MR. RUSTY A. FACUN	SPEAKER	
3	MR. JUAN CARLOS V. GONZALES	SPEAKER	
4	MS. RIZA P. SIRON	TRAINING SPECIALIST	
5	DESIGNATED BY COA	REGIONAL TRAINING UNIT	
6	DESIGNATED BY COA	REGIONAL TRAINING UNIT	
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10	DESIGNATED BY COA	REGIONAL TRAINING UNIT	



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Batch 2 – April 28-30, 2026

NO.	NAME	POSITION / DESIGNATION	OFFICE / DEPARTMENT
TRAINEES			
1	JOSEPH AARON C. MACALINAO	Administrative Officer III	Bataan High School for the Arts
2	ALLIZA JOYCE M. BAGTAS	Administrative Officer II	E. C. Bernabe Memo. HS - JHS
3	ANGEL R. CAÑETE	Administrative Assistant II	E. C. Bernabe Memo. HS - JHS
4	ROMIENEL B. MALANA	Administrative Officer II	Pagalanggang NHS
5	GLAIZA J. DABU	Administrative Assistant III	Pagalanggang NHS
6	PAMELA MAE C. ALMONDIA	Administrative Officer II	Jose C. Payumo Jr. MHS
7	JULIUS ERVIN M. JARABA	Administrative Assistant II	Jose C. Payumo Jr. MHS
8	CARL KESSIA P SIBULO	Administrative Officer II	Luakan NHS - JHS
9	HELEN S. PADILLA	Administrative Officer II	Luakan NHS-SHS
10	OGIE VOY N. LAYUG	Administrative Assistant II	Magsaysay NHS - JHS
11	MARIA VENNESSA B. OCONER	Administrative Officer II	Lamao NHS - SHS
12	ROBERTO C. DELOS REYES	Administrative Assistant II	Lamao NHS - JHS
13	RHODA P. PARCON	Administrative Officer II	Limay NHS - SHS
14	ANGIE ROSE b. CAYANAN	Administrative Assistant III	Limay NHS
15	PRINCESS LOVE L. MERIÑO	Administrative Officer I	Mariveles NHS - Cabcaben
16	MARIA FE M. RODRIGUEZ	Administrative Assistant III	Mariveles NHS - Cabcaben
17	LOURDES V. REYES	Administrative Officer IV	Morong NHS
18	SATHIA APRIL N. MILLARES	Administrative Assistant III	Morong NHS
19	SARAH G. LABAMPA	Administrative Assistant III	Bagac District Bookkeeper
20	DARLENE GRACE C. GALICIA	Administrative Officer II	Bagac ES
21	LORY JANE G. GONZALES	Administrative Officer II	Banawang ES
22	KRISSEL ANN C. GUEVARRA	Administrative Assistant III	Dinalupihan East District Bookkeeper
23	Maricel P. Balatbat	Administrative Officer II	Pagalanggang ES
24	Gelli Ann L. Del Rosario	Administrative Officer II	Daang Bago ES
25	JERLYN P. PAGUIO	Administrative Officer II	Old San Jose ES
26	Randy Philip R. De Leon	Administrative Officer II	Pentor ES
27	JHOSA L. SANTOS	Administrative Assistant III	Dinalupihan West District Bookkeeper
28	KELVIN JOHN B. OCAMPO	Administrative Officer II	Colo Elementary School
29	CIARA KATHRINA F. SAN JOSE	Administrative Officer II	Jose C. Payumo Jr. ES
30	MICHA ELLA M. MACASPAC	Administrative Officer II	Luakan ES
31	ARIEL B. MANALO JR	Administrative Assistant II	Tubo-Tubo IS
32	REYZHELL C. CORTEZ	Administrative Officer II	Payangan IS
33	LEONOR M. VILLARUZ	Administrative Assistant III	Limay District Bookkeeper
34	CLARIZA J. CALIMBAS	Administrative Officer II	BLISS ES



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35	ARJOHN M. REYES	Administrative Officer II	Arsenal ES
36	ZEPHYLYN G. MALLARI	Administrative Officer II	Lamao ES
37	MARIA JANINE O. TAULE	Administrative Officer II	Limay ES
38	LEVELYN T. CRUZ	Administrative Officer II	St. Francis ES (Bacong)
39	KRISTINE JOY M. MAGIA	Administrative Assistant III	Mariveles District Bookkeeper
40	JEZZA BELLE P. NAVARRO	Administrative Officer II	Cabcaben ES
41	ROSELENE M. SILVA	Administrative Officer II	Alasasin ES
42	JOBEN CONRAD G. SAPLALA	Administrative Officer II	Lucanin IS
43	DONNA N. SALCEDO	Administrative Officer II	A. G. Llamas ES
44	CHARMAINE LOISE T. DIZON	Administrative Officer II	Bayview ES
45	JAFFERSON LUYO	Administrative Officer II	Ipag National High School
46	LORENA R. LACIA	Administrative Officer II	Mariveles NHS-Camaya Campus
47	CHRISTINE D. TOLOSA	Administrative Assistant III	Morong District Bookkeeper
48	MA. DEBBIE S. LIMONGCO	Administrative Officer II	Morong ES
49	MA. CRISTINA B. GUECO	Administrative Officer II	Binaritan ES and Kanawan IS
50	JEMA CARMELA R. GAOR	Administrative Officer II	Administrative Officer II
COA Speakers and TWG			
1	MS. DIANA ROSE D. SANTOS	SPEAKER	
2	MR. RUSTY A. FACUN	SPEAKER	
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COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City

COURSE AGENDA

SEMINAR ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (PSMS)

Department of Education – Schools Division of City of Bataan

Batch 1: April 21-23, 2026

Batch 2: April 28-30, 2026

DATE	TIME	SESSION TITLE(S)	RESOURCE PERSON(S)
Day 1	7:00 – 8:00 am 8:00 – 10:00 am	Registration Opening Activity Leveling of Expectations	Ms. Riza P. Siron Training Specialist III/Coordinator
	10:00 – 10:15 am	AM Snacks	Ms. Diana Rose D. Santos <i>State Auditor III</i> State Universities and Colleges and other National/Corporate Government Audit Sector Stand Alone Agencies (SUCs/SAAs)
	10:15 – 12:00 nn	Session 1: Internal Control over Property and Supply Management System	
	12:00 – 01:00 pm	Lunch Break	
	1:00 – 3:00 pm	Session 2: Procurement	
	03:00 – 03:15 pm	PM Snacks	
	3:15 – 5:00 pm	Continuation.... Session 2: Procurement	
Day 2	8:00 – 10:00 nn	Session 3: Other Modes of Acquiring Government Property	Mr. Rusty A. Facun <i>State Auditor IV</i> Local Government Audit Sector F Province of Tarlac
	10:00 – 10:15 am	AM Snacks	
	10:15 – 12:00 nn	Continuation.... Session 3: Other Modes of Acquiring Government Property	
	12:00 – 01:00 pm	Lunch Break	
	1:00 – 3:00 pm	Session 4: Forecasting, Acquisition, Delivery, Inspection, Acceptance and Payment	
	03:00 – 03:15 pm	PM Snacks	
3:15 – 5:00 pm	Continuation.... Session 4: Forecasting, Acquisition, Delivery, Inspection, Acceptance and Payment		

Day 3	8:00 – 10:00 am	Session 5: Custodianship	Mr. Juan Carlos V. Gonzales <i>State Auditor V</i> Local Government Audit Sector F Province of Tarlac
	10:00 – 10:15 am	AM Snacks	
	10:15 - 11:00 am	Continuation.... Session 5: Custodianship	
	11:00 – 12:00 pm	Session 6: Issuance and Utilization	
	12:00–01:00 pm	Lunch Break	
	1:00 – 2:00 pm	Continuation.... Session 6: Issuance and Utilization	
	2:00 – 3:00 pm	Session 7: Disposal	
	03:00 – 03:15 pm	PM Snacks	
	3:15 – 4:00 pm	Continuation.... Session 7: Disposal	
	4:00 – 5:00 pm	Closing Activity	Ms. Riza P. Siron Training Specialist III/Coordinator