



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

October 20, 2020

DIVISION MEMORANDUM

No. 169, s. 20 20

ORIENTATION ON PROPERTY CUSTODIANSHIP FOR DIVISION OFFICE PERSONNEL

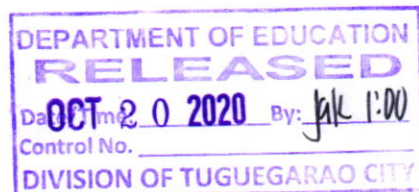
To: Assistant Schools Division Superintendent
 Division Office Personnel

1. The Administrative Services Section through the Asset Management Unit of the Division will conduct an online seminar on property custodianship on October 26, 2020 at 9:00 a.m..
2. This seminar aims to impart effective management of resources within the division office and encourages office personnel to become responsible stewardship of government property.
3. Participants to this seminar will be notified of the google meet link to be used through email/messenger provided by the program management team.
4. A Division Staff Orientation Workshop shall be held on October 21, 2020 at the SDO Conference Hall at 10:00am.
5. Attached with this memorandum is the List of Participants.
6. Immediate dissemination of this memorandum is desired.

REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl: List of Participants
 Reference: Property & Supply Management System Training Handbook

To be indicated in the Perpetual Index
 Under the following subjects:
 SUPPLY ASSET PROPERTY CUSTODIANSHIP



Osd/s/vrd/fat



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net



Doc Code: **FM-ORD-005** Rev: **00**
 As of: **July 2, 2018** Page: **1**





Republic of the Philippines

Department of Education

REGION II – CAGAYAN VALLEY

SCHOOLS DIVISION OF TUGUEGARAO CITY

Attachment A : LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL / OFFICE
1	Suzanne D. Palmera	Admin. Asst. III	OSDS/SDS Unit
2	Karelle Kilgerin D. Vinagrera	Admin. Aide VI	OSDS/SDS unit
3	Princess Lou Lauigan	Admin. Aide VI	OSDS/ASDS unit
4	Jayson Joseph L. Babaran	ITO I	OSDS/ICT unit
5	Michelle D. Gumpad	Adm. Asst III	OSDS/Personnel Unit
6	Leilanie Mangabat	Nurse II	SGOD/HNS
7	Emily C. Ancheta	Admin. Aide VI	OSDS/Personnel Unit
8	Josefa B. Arao	Adm. Asst. III	OSDS/Personnel Unit
9	Flor H. Ferrer	Adm. Asst. III	OSDS/Personnel Unit
10	Ma Jan Krizza Guillermo	Adm. Asst. III	OSDS/Personnel Unit
11	Katrina Mildred Pinson	Adm. Asst. III	OSDS/Personnel Unit
12	Maricel Canceran	Admin. Aide VI	OSDS/Personnel Unit
13	Janelle Kina Z. Umbrero	Admin. Aide VI	OSDS/Records Unit
14	Jennifer T. Bonifacio	Adm. Asst. III	OSDS/Accounting Unit
15	Reymund Sherwin T. Cancino	Adm. Asst. III	OSDS/Supply Unit
16	Leon Babaran Jr.	Admin. Aide VI	OSDS/Supply Unit
17	Claire Anne Ventura	Admin. Aide I	OSDS/Records Unit
18	Neil Eliezar Cardona	Admin. Aide VI	OSDS/Cash Unit
19	Leoncia B. Pagulayan	AO I	OSDS/Accounting Unit



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net



Doc Code:	FM-HRD-002	Rev:	01
As of:	Jan 21, 2019	Page:	1

20	Ronelyn R. Ruiz	Adm. Asst. III	OSDS/Accounting Unit
21	Nigel J. Domingo	Adm. Asst. III	OSDS/Accounting Unit
22	Medina T. Eclipse	Adm. Asst. III	OSDS/Accounting Unit
23	Maricel B. Quizzagan	Adm. Asst. III	OSDS/Accounting Unit
24	Dina Marie S. Tumbali	Adm. Asst. III	OSDS/Accounting Unit
25	Mary Jane A. Vinarao	AO I	OSDS/Personnel Unit
26	Lilibeth Pauig	Adm. Asst. II	OSDS/Accounting Unit
27	Vanessa Marie R. Maquema	Admin. Aide VI	OSDS/Accounting Unit
28	Anabel T. Calimag	EPS-SOC.MOB	SGOD
29	Jennifer F. Tuliao	Dentist II	SGOD
30	Maribel B. Arao	Nurse II	SGOD
31	Jiosen P. Callo	PDO II	SGOD
32	Ma. Angela Josephine Cacacho	PDO I	SGOD
33	Rosalinda V. Dulin	PDO I	SGOD
34	Vihaimie Partible	Admin. Aide VI	OSDS/Accounting Unit
35	Angelyn S. Lacambra	Adm. Asst. II	CID
36	Kristine G. Lappay	EPS-HRTD	SGOD
37	Antonette S. Andres	Librarian II	CID
38	Janice Joy B.Tatto	Adm. Asst. I	OSDS/Budget Unit
39	Krysta Lynne Fuertes	PDO II	CID
40	Mary Ann Tamaray		CID
41	Froilan Jeph Baculina		CID
42	Mary Rose Yap	ADM. AIDE	CID
43	Marjellyn Lacambra	ADM. AIDE	CID
44	Jake Bacud	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
45	Kevin Mendoza	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net



46	Jayfree Casibang	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
47	Marlo Mazo	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
48	Constancio Miguel Jr.	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
49	Armando Liban	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
50	Rheiner Calizar	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
51	Rachelle Birung	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
52	Charlie Peralta	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
53	Domingo Dabban	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
54	Jose Mari Baclig	Adm. Asst.	OSDS/Accounting Unit
55	Manilyn Laggui	Adm. Asst.	OSDS/Accounting Unit
56	Genaro Victor Requez	Adm. Asst.	OSDS/Accounting Unit
57	Gina Sadural	Adm. Asst.	OSDS/Accounting Unit
58	Cherry Pie Tierro	Adm. Asst.	OSDS/Accounting Unit
59	Maria Irene Agarpao	Adm. Asst.	OSDS/Accounting Unit
60	Nhiki Agub	Adm. Asst.	OSDS/Accounting Unit
61	Lei Nerika Andal	Adm. Asst.	OSDS/Accounting Unit
62	Cindy Grace Banares	Adm. Asst.	OSDS/Accounting Unit
63	Jaquelyn Borquillo	Adm. Asst.	OSDS/Accounting Unit
64	Sharene Anne Salomon	Adm. Asst.	OSDS/Accounting Unit
65	Ma. Elisa Esteban	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
66	Jimmel Matote	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
67	Arsenio Pagaddu	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net



68	Alfonso Heramis	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
69	Henry Baculi	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES
70	Kevin Ramos	ADM. AIDE	OSDS/ADMINISTRATIVE SERVICES

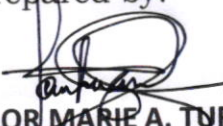
**Additional rows may be added*

SUMMARY OF PARTICIPANTS

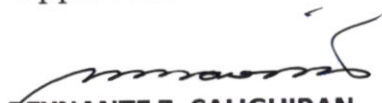
MALE : 22 FEMALE : 48

TOTAL : 70

Prepared by:


FLOR MARIE A. TURINGAN
 Proponent

Approved:


REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net

