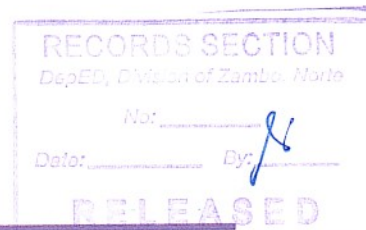




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 526, S. 2021

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

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

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

Date: November 4, 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 **Two-Day Live-In Seminar-Workshop for Property Custodians on November 11-12, 2021 at Mibang 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 and face shield 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.

OSDSjlr/Seminar-Workshop for Property Custodians/DM019-2021/11042021

N-avigating
O-pportunities to
R-eengineer 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

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
32	SIAYAN II	CORA A. ABUBUTAL
33	SIAYAN III	SALVADOR D. PLANTERAS
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





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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

HIGH SCHOOL - IMPLEMENTING UNITS

NO.	SCHOOL	SCHOOL PROPERTY CUSTODIAN
61	TAMPILISAN NHS	WILFREDA D. NALZARO
62	SERGIO OSMEÑA NHS	BALTAZAR R. BUOT
63	DOHINOBS NHS	LORA MAE J. CORDERO
64	BACUNGAN NHS	RENEBOY SALASAYO
65	SIOCON NHS	JEANO S. MAGHANOY
66	JULIAN SORIANO MCHS	DIVINA CORAZON B. DALURA
67	POLANCO NHS	MARTI G. GALLEMIT
68	SINDANGAN NHS	MARIA FE N. BULATAO
69	SINDANGAN NAS	NELYN V. HAMOC
70	SALUG NHS	ARNEL A. ALVIAR
71	PIÑAN NHS	MARIBEL B. PAGASIAN
72	UBAY NHS	MARY JOANNE S. DAGUPLO
73	KATIPUNAN NHS	ALVEN RAFOLS
74	LILOY NHS	MARICAR A. ANGUB
75	MANUKAN NHS	VIOLET HYDA ROSS P. JUSEP
76	KIPIT-AGRO FISHERY HS	JOSE G. BAHIAN JR.
77	GUTALAC NHS	ARIEL O. DE LA CRUZ
78	SIBUTAD NHS	ANTONIO C. ACAYLAR SR.
79	LANGATIAN NHS	BUENAVENTURA R. ABELLO





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MATRIX OF ACTIVITIES

Time	Day 0 – November 10, 2021	In-Charge
3-5 p.m.	Arrival at the venue	Secretariat
	Day 1 – November 11, 2021	
7:30 - 8:00	Registration	Secretariat
8:00 - 8:30	Opening Program	Secretariat
8:30 - 9:30	Guiding Principles of NORTE as ZN Banner Program and Galing Norte Initiatives	Ma. Liza R. Tabilon Schools Division Superintendent
9:30 - 10:30	Psychological Safety in the Workplace	Jun Leonard U. Romarate
10:30 - 12:00	A Walk Through on School Management in the Stakeholder's Perspective	Jose Edwin De Felix PTA Federation President
12:00 - 1:00	Lunch Break	
1:00 - 3:00	Revisiting the Duties and Responsibilities of Property Custodian Bases: RA 6713; ORAOHRA; DepEd Manual	Jun Leonard U. Romarate
3:00 – 5:00	Workshop on the Preparation of Property Forms <i>Output: Familiarization on details in the preparation and accomplishing the forms</i>	Edwin O. Curam
Take Home Assignment: To accomplish the link providing the name and contact information of all School Property Custodians		
	Day 2 – November 12, 2021	
8:00 - 8:15	MOL	Secretariat
8:15 - 9:30	Presentation of Issues and Concerns During the Inventory Taking	Jun Leonard U. Romarate
9:30 - 10:30	Requisites and Process in the Application for Extinction of Liability	Atty. Rey P. Janolino Legal Officer
10:30 - 12:00	Common Issues and Concerns in PR Preparations	Nessa May B. Amante
12:00 - 1:00	Lunch Break	
1:00 - 3:00	Showcasing of Best Practices in Asset Management	-Pinan CES -Liloy I District
3:00 - 4:30	Presentation of the SDO Storage Plan	Jun Leonard U. Romarate
4:30 – 5:00	Closing Program/Giving of Certificates	Secretariat
END OF TRAINING-WORKSHOP		

