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DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY: /w DATE: /

Department of Education
Schools Division of the City of Batac
RECEIVED
MAY 28 2026
TIME: 2:17

Republic of the Philippines
Department of Education
REGION I

MAY 28 2025

REGIONAL MEMORANDUM
No. 657 s. 2026

**KUMUSTAHAN WITH SUPPLY OFFICERS AND ADMINISTRATIVE OFFICER II
(SCHOOL PROPERTY CUSTODIANS)**

To: Schools Division Superintendents

- The Department of Education greatly acknowledge the contribution of the personnel in the Property and Supply section in ensuring the efficient and effective management of resources, and ensuring that resources are managed responsibly and that the government can meet its obligations and objectives.
- Anent to this, the Administrative Division- Asset Management Section of Department of Education- Regional Office I will conduct the "Kumustahan with Supply Officers and Administrative Officer II (School Property Custodians)" on June 10-11, 2026 at the J&V Hotel and Resort, Barangay Sevilla, San Fernando City, La Union. This activity aims to gather the Property and Supply Officers in the Schools Divisions and some School Property Custodians to discuss and give updates on the various rules and guidelines being used in the performance of their duties and responsibilities.
- Annex A presents the names of the participants per Schools Division and the personnel coming from the Regional and Central Office. Annex B highlights the Program of Activities.
- Day 0 will be on June 9, 2026 with Dinner as the first meal, and the last meal is PM Snacks on June 11, 2026. All travel expenses to be incurred by the participants shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this memorandum is desired.

For the Regional Director

ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

ADMINISTRATIVE SERVICES KUMUSTAHAN

AD-AMS/rrnb/KUMUSTAHANWITHSUPPLYOFFICERS&AOII
May 22, 2026



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AMS260593

Annex A: Names of Participants

SCHOOLS DIVISION

NO.	NAME OF PARTICIPANT	SDO
1	Maricar T. Ulep	Ilocos Norte
2	Jason C. Danao	
3	Jezryl F. Dumlao	
4	Mahal Leah V. Asuncio	
5	Leah P. Agustin	
6	Willie M. Cabello	Laoag City
7	Erwin R. Mariano	
8	Catherine V. Hidalgo	
9	May Tess Bernardina A. Velasco	
10	Angelica D. Obiano	Batac City ✓
11	Mark Lester Domingo	
12	Jodhel L. Penera	
13	Kristel Jhoy M. Arcega	
14	Elizabeth R. Tabin	Ilocos Sur
15	Julie Ann Q. Tacay	
16	John Michael Gorospe	
17	Myronne Troy Dulatre	
18	John Richard Javier	
19	Danielle Ann G. Gacusana	Candon City
20	Rochelle Marie G. Santos	
21	Niño Q. Gacusan	
22	Ronajoy B. Oducayen	
23	Maria Bernadette R. Sarmiento	Vigan City
24	Giro Anthony P. Flandez	
25	Gemalyn P. Lampote	
26	Oliver P. Agcamara Jr.	
27	Maria Leilani S. Cortez	
28	Rommel N. Munar	La Union
29	Benedict R. Ancheta	
30	Jonica L. Coloma	
31	Olympia Mercedes J. Cinence	
32	Sharmaine A. Suarez	
33	Romulo G. Dyquiango Jr.	San Fernando City
34	Ronald N. Hufana	
35	Fema J. Tadios	
36	Mark Joseph L. Cariño	
37	Jacqueline O. Diaz	Pangasinan I
38	Ronnel D. De Leon	
39	Leslie B. Cruz-	
40	Erika A. Cruz	
41	Liezl Joy G. Ventura	
42	Eliakim C. Caranay	
43	Eddie V. Cancino	Pangasinan II
44	Rie Mae Jinky V. Gumtang	



45	Arlene M. Soriano	
46	Julieanne Carmel G. Dolorito	
47	Jamila R. Castres	
48	Jefferson P. Soriano	
49	Karen R. Tobias	Alaminos City
50	Noime D. Rivaldes	
51	Vee Jay R. Parilla	
52	Catherine R. Felipe	
53	Roxelle Belany P. Mundo	Dagupan City
54	Clarita F. Tamayo	
55	Henry L. Refuerzo	
56	Kimberly N. Mamaril	
57	Marion E. Solis	San Carlos City
58	Joanne P. Salayog	
59	Maria Cristina N. Mamorno	
60	Ariel B. Prado	
61	Urduja C. Tarlit	Urdaneta City
62	Renz Aldrey B. Casipit	
63	Marife J. Maningding	
64	Mel Cristian R. Montero	
65	Darwin E. Ramirez	
66	Redante V. Godoy Jr.	
67	Amado M. Mendaros	
68	Emma Barroga	

REGIONAL OFFICE

NO.	NAME OF PARTICIPANT	OFFICE
1	Atty. Rhea Joy L. Carbonell	Administrative Division
2	Rowie Red N. Balanon	AD- Asset Management Section
3	Russell J. Milanes	AD- Asset Management Section
4	Reymarc G. Gacayan	AD- Asset Management Section
5	Gillie Rose C. Dacumos	AD- Asset Management Section
6	Rialyn C. Supsupin	AD- Asset Management Section
7	Mariane P. Lagera	AD- Procurement Section

CENTRAL OFFICE

NO.	NAME OF PARTICIPANT	OFFICE
1	Albert C. Alano	Asset Management Division
2	Farida Bianca P. Velicaria	Asset Management Division



3	Ericka Joy S. Veraguas	Asset Division	Management
4	Jerelyn B. Santos	Asset Division	Management



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Annex B:

PROGRAM OF ACTIVITIES

Day 1: June 10, 2026

TIME	ACTIVITY	PERSONS INVOLVED
07:30- 08:30 AM	Registration of Participants	RO SECRETARIAT
08:30 AM- 08: 35 AM	Preliminaries 1. National Anthem 2. Opening Prayer 3. Region I Hymn 4. DepEd Quality Policy Statement	AVP
08:35 AM- 09:00 AM	Acknowledgment of Participants Welcome Remarks Statement of Purpose Message	ROWIE RED N. BALANON Administrative Officer V RHODA T. RAZON Director III ATTY. RHEA JOY L. CARBONELL Chief Administrative Officer ESTELA P. LEON-CARIÑO, EdD, CESO III Director IV
09:00 AM- 10: 00 AM	Discussions on the salient provisions of DO 27 s. 2020, DO 41 s. 2021 and DO 004 s. 2004	FARIDA BIANCA P. VELICARIA Supervising Administrative Officer CO-Asset Management Division
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM- 12:00 NN	Continuation on the Discussions on the salient provisions of DO 27 s. 2020, DO 41 s. 2021 and DO 004 s. 2004	FARIDA BIANCA P. VELICARIA Supervising Administrative Officer CO-Asset Management Division
12:00 NN- 01:00 PM	LUNCH BREAK	
01:00 PM- 03:00 PM	Discussions on the Property and Supply Management	ALBERT C. ALANO Chief Administrative Officer CO-Asset Management Division
03:00 PM- 03:15 PM	HEALTH BREAK	



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03:15 PM- 05:00 PM	Continuation of the Discussions on the Property and Supply Management	ALBERT C. ALANO Chief Administrative Officer CO-Asset Management Division
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Day 2: June 11, 2026

TIME	ACTIVITY	PERSONS INVOLVED
08:00 AM- 08:30 AM	Recap of Discussions	RO Secretariat
08:30 AM- 10:00 AM	Fundamentals of RA 12009 focusing on Modes of Procurement	ERICKA JOY S. VERAGUAS Technical Assistant II CO-Asset Management Division
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM- 12:00 NN	Property Use and Filling-Up of Forms used in Property and Supply Management including MVRIP and PIF	JERELYN B. SANTOS Administrative Officer II CO-Asset Management Division
12:00 NN- 01:00 PM	LUNCH BREAK	
01:00 PM- 03:00 PM	Kapihan with DepEd CO Personnel	CO Personnel
03:00 PM- 03:15 PM	HEALTH BREAK	
03:15 PM- 03:30 PM	Response from Participants	1 AO IV from SDO and 1 AO II from School
03:30 PM- 05:00 PM	Closing Program 1. Makabayan Song 2. Distribution of Certificate of Participation & Certificate of Appearance Closing Remarks	ROWIE RED N. BALANON Administrative Officer V

