



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
Telefax: (074) 422-6570; (074)422-7501

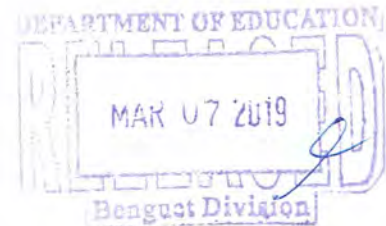


MEMORANDUM

No. 72, s. 2019

To: **PSDS's**
DCP's
School Heads
School Property Custodians

From: 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent



Subject: **Capability Building for School Heads and Property Custodians on Property and Supply Management**

1. To enhance their competence and expertise on property and supply management, there will be two (2) batches of capability building for School Heads and property custodians to wit:

Batch	Date	Venue
Batch 1	March 13-15, 2019	Adivay Hall, SDO-Benguet, Wangal, La Trinidad, Benguet
Batch 2	March 20-22, 2019	Calajo Restaurant, Km.6, La Trinidad, Benguet

2. The activity aims to enrich and develop the knowledge and expertise of the participants on functions of supply officers or school property custodian including preparation of PPMP/APP, delivery, inspection and acceptance, custodianship; and condemnation and demolition of school buildings.
3. Attached are the schedules for batch 1 and 2:
4. Snacks and lunch for the 3 day seminar shall be charged to the HRD Fund while transportation and incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Participants should bring their laptops and extensions.
6. Immediate and wide dissemination of this memorandum is desired.



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Batch 1

**Adivay Hall, SDO-Benguet, Wangal, La Trinidad, Benguet
March 13-15, 2019**

1	Alejo M. Pacalso MNHS	37	Bokod ES
2	Ampucao NHS	38	Ambangeg ES
3	Atok NHS	39	Gumatdang ES
4	Balili NHS	40	Loacan ES
5	Balili NHS-Cabacab	41	Pacalso ES
6	Bedbed NHS	42	Tuding ES
7	Binga NHS	43	Ucab ES
8	Bokod NHS	44	Ampucao ES
9	Bulalacao NHS	45	Balatoc ES
10	Cabiten NHS	46	Dalico ES
11	Camp 30 NHS	47	Itogon CS
12	Daklan NHS	48	Virac ES
13	Datakan Integrated School	49	Balakbak ES
14	Fianza MNHS – Tinongdan	50	Kapangan CS
15	GBDAIS – Taba-ao	51	Lomon ES
16	GBDAIS	52	Sagubo ES
17	Guinaoang NHS	53	Taba-ao ES
18	Kapangan Central NHS	54	Camilo Lucaben ES
19	Kapangan NHS	55	Enrique Jose ES
20	Kibungan NHS	56	Ewa-Bokes ES
21	Laurencio Fianza NHS – Bantic	57	Kibungan CS
22	Laurencio Fianza NHS	58	Saddle ES
23	Lepanto NHS	59	BAlili ES, Mankayan
24	Loacan NHS	60	Bulalacao ES
25	Madaymen NHS	61	Cabitin ES
26	Mankayan NHS	62	Lepanto ES
27	Tabio NHS	63	Mankayan CS
28	Tacadang NHS	64	Marivic ES
29	Tublay National Trade HS	65	Palatong ES
30	TSHI	66	Albis ES
31	TSHI-Ambuklao	67	Dorencio ES
32	Cagui-ing ES	68	Cabacab ES, Mankayan
33	Camp 30 ES	69	Paoad ES
34	Celo Haight ES	70	Pontino ES
35	Boneng ES	71	Bokod NHS - Ambangeg
36	Rufino Alawas ES		



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Batch 2

**Calajo Restaurant, Km. 6, La Trinidad, Benguet
March 20-22, 2019**

1	Adaoay NHS	36	Natubleng ES
2	Adaoay NHS- Abucot	37	Sinispis ES
3	Ambiong NHS	38	Kabayan ES
4	Ampusongan NHS	39	Alapang – Camp Dangwa ES
5	Ampusongan NHS – Kayapa	40	Alno- Kadoorie ES
6	Bakun NHS	41	Ambiong ES
7	Bangao NHS	42	Bahong ES
8	Benguet NHS-Alno	43	Balili ES, LT
9	Benguet NHS – Bineng	44	Bekkel ES
10	Benguet NHS – Main	45	Benguet SPED
11	Benguet NHS – Puguis	46	Bineng ES
12	Buguias NHS	47	Buyangan ES
13	Calubong NHS	48	LTCS
14	CRSHS	49	Lamut ES
15	Eastern NHS	50	Longlong ES
16	Kamora NHS	51	Lubas ES
17	La Trinidad NHS	52	Pico ES
18	Loo NHS	53	Puguis ES
19	Sablan NHS	54	Tacdian ES
20	Sablan NHS – Balluay	55	Tawang ES
21	Sinispis NHS	56	Wangal ES
22	Sinispis NHS –Natubleng	57	Mating Mangosan ES
23	Taloy Sur NHS	58	Palali ES
24	Tuba Central NHS	59	Sablan CS
25	Tuba NHS	60	Batuan ES
26	Twin Peaks NHS	61	Camp 3 ES
27	Ampusongan NHS	62	Camp 4 ES
28	Bakun CS	63	Camp 6 ES
29	Talbino ES	64	Gavino Palaoag ES
30	Abatan ES	65	Gilbert Semon ES
31	Bangao-Moreno ES	66	Nangalisan ES
32	Bot-oan ES	67	Paran Laruan ES
33	Buguias CS	68	Taloy Sur ES
34	Loo ES	69	Tuba CS
35	Lengaoan- Waking ES	70	Kabayan Bo. ES
	Evelio Javier MNHS- Main Tawangan NHS		Evelio Javier MNHS- Anisagan



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Training Schedule

TIME	TOPIC	RESOURCE SPEAKER
Day 1		
8:00-9:00	Registration of Participants	
9:00-9:45	Opening Program	
9:45-10:00	Health Break	
10:00-10:30	Asset Management Functions of Supply Officers/School Property Custodian	Florabel C. Balanon
10:30-12:00	Preparation of PPMP/APP Preparation of Supplemental PPMP/APP PhilGEPS Procurement Thru DBM-PS	Cliftone Bangse-il
12:00-1:00	Lunch Break	
1:00-3:00	Procurement	Glenn N. Duguis
3:00-5:00	Delivery, Inspection and Acceptance Learning Materials Good Furniture School Building ICT/DCP	Antionette D. Sacyang Jennilyn L. Alfredo Engr. Ferdinand Sangcaan Eric S. Wanson
Day 2		
8:00-8:30	Opening	
8:30-12:00	Custodianship Storage/warehousing Issuance and Utilization Inventory Taking	Angelica P. Wakat Florabel L. Balanon
12:00-1:00	Lunch Break	
1:00-5:00	Disposal	Glenn N. Duguis
Day 3		
8:00-8:30	Opening	
8:30-10:00	DepEd Order # 107 s. 2010 (Revised Guidelines on the Condemnation and Demolition of School Buildings)	Florabel L. Balanon
10:00-10:15	Break	
10:15-12:00	School Building Card	Engr. Ferdinand L. Sangcaan
12:00-1:00	Lunch Break	
1:00-5:00	National Asset Registry	Florabel L. Balanon