



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

June 20, 2025

DIVISION MEMORANDUM
NO. 38/, s. 2025

**2025 SEMINAR-WORKSHOP ON THE PREPARATION AND
RECONCILIATION OF SUPPLIES, INVENTORY, MATERIALS AND
EQUIPMENT (SIME 2025)**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Secondary and Elementary School Heads
District/School Property Custodians
All Others Concerned

1. With reference to Regional Memorandum No. 672, issued in 2024, titled *"Implementation Guidelines of the Standard Procedure for the Management of Property, Plant and Equipment (PPE) of the Regional Office, Schools Division Offices, and Public Schools"* Division Office Property and Supply Unit and Finance Section will be conducting the **2025 Seminar-Workshop on the Preparation and Reconciliation of Supplies, Inventory, Materials and Equipment (SIME 2025)** on July 1,3-4, 2025 at Teachers Training Center, Schools Division of Pampanga, Barangay Lourdes, City of San Fernando(P).
2. Anent to this, the seminar-workshop is intended to a) provide the participants with necessary knowledge and skills to successfully implement the Standard Procedures for Managing Property, Plant, and Equipment (PPE) in accordance with current accounting and auditing rules and regulations b) Central and RO updates/status of procurement and deliveries c) Reconciliation of Supplies, Inventory, Materials and Equipment.
3. The participants in the activity include thirty (33) district property custodians and nineteen (19) school property custodians (drop off sites in DepEd Pampanga-DepEd Memorandum No. 145, s.2025). Participants are advised to bring laptops for workshop proper.
4. For confirmation of attendance, all participants must register on this link: <https://bit.ly/SIME2025participants> not later than June 24, 2025.



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Failure to participate in the training shall constitute submission of a justification letter through this link bit.ly/LETTEROFEXPLANATION2025

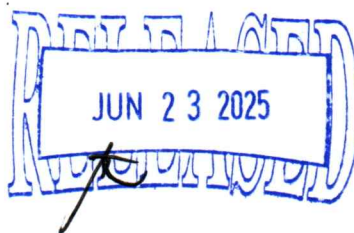
5. The cost for meals of the participants shall be charged to Division MOOE while travel and other incidental expenses of the participants relative to the conduct of this activity shall be charged to their respective local funds subject to the usual accounting, budgeting, and auditing procedures.

6. This Memorandum may serve as Travel Authority of the participants.

7. Immediate and wide dissemination of the Memorandum is desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Encl: As stated
osds-supply-2025-06-19



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LIST OF PARTICIPANTS

**SEMINAR-WORKSHOP ON THE PREPARATION AND RECONCILIATION OF
SUPPLIES, INVENTORY, MATERIALS AND EQUIPMENT (SIME 2025)**

DISTRICT

	SECTOR	DISTRICT		ADDRESS
1	EAST	CANDABA EAST		SITIO 1 BAHAY PARE, CANDABA, PAMPANGA
2	EAST	CANDABA NORTH		SALAPUNGAN, CANDABA, PAMPANGA
3	EAST	CANDABA WEST		BUAS, CANDABA, PAMPANGA
4	EAST	MEXICO NORTH		STO. ROSARIO, MEXICO, PAMPANGA
5	EAST	MEXICO SOUTH		STO. CRISTO, MEXICO, PAMPANGA
6	EAST	MEXICO WEST		ANAO, MEXICO, PAMPANGA
7	EAST	SAN LUIS		STA. CRUZ POBLACION, SAN LUIS, PAMPANGA
8	EAST	STA. ANA		STA. LUCIA, STA. ANA, PAMPANGA
9	NORTH	ARAYAT EAST		SAN NICOLAS, ARAYAT, PAMPANGA
10	NORTH	ARAYAT WEST		SAN AGUSTIN SUR, ARAYAT, PAMPANGA
11	NORTH	BACOLOR SOUTH		CABAMBANGAN, BACOLOR, PAMPANGA
12	NORTH	BACOLOR NORTH		MADAPDAP RESETTLEMENT, MABALACAT, PAMPANGA
13	NORTH	MAGALANG NORTH		SAN MIGUEL, MAGALANG, PAMPANGA
14	NORTH	MAGALANG SOUTH		SAN NICOLAS, MAGALANG, PAMPANGA
15	NORTH	PORAC EAST		LUMANLAN ST., POBLACION, PORAC, PAMPANGA
16	NORTH	PORAC WEST		MODEL COMMUNITY PIO, PORAC, PAMPANGA
17	SOUTH	APALIT		SAN VICENTE, APALIT, PAMPANGA
18	SOUTH	MACABEBE EAST		SAPANG PARI, SAN ROQUE, MACABEBE, PAMPANGA
19	SOUTH	MACABEBE WEST		STA. MARIA, MACABEBE, PAMPANGA
20	SOUTH	MASANTOL SOUTH		BEBE ANAC, MASANTOL, PAMPANGA
21	SOUTH	MASANTOL NORTH		SAN NICOLAS, MASANTOL, PAMPANGA
22	SOUTH	MINALIN		STO. ROSARIO, MINALIN, PAMPANGA
23	SOUTH	SAN SIMON		SAN JOSE, SAN SIMON, PAMPANGA
24	SOUTH	STO. TOMAS		SAN MATIAS, STO. TOMAS, PAMPANGA
25	WEST	FLORIDABLANCA EAST		SAN ANTONIO, FLORIDABLANCA, PAMPANGA
26	WEST	FLORIDABLANCA WEST		SAN JOSE FLORIDA BLANCA
27	WEST	GUAGUA EAST		STA. FILOMENA, GUAGUA, PAMPANGA
28	WEST	GUAGUA WEST		SAN ANTONIO, GUAGUA, PAMPANGA
29	WEST	LUBAO EAST		PLAZA LUBAO, LUBAO, PAMPANGA
30	WEST	LUBAO NORTH		STA. MONICA, LUBAO, PAMPANGA
31	WEST	LUBAO WEST		STA. CRUZ, LUBAO, PAMPANGA
32	WEST	SASMUAN		STA. LUCIA, SASMUAN, PAMPANGA
33	WEST	STA. RITA		SAN VICENTE, STA. RITA, PAMPANGA
	CLUSTER	SCHOOL NAME	MUNICIPALITY	
1	Cluster I	Justino Sevilla High School	ARAYAT	Mangga Cacutud, Arayat, Pampanga
2	Cluster I	Andres M. Luciano HS	MAGALANG	San Pablo, Magalang, Pampanga
3	Cluster I	Don Jesus Gonzales High School	MEXICO	PANDACAQUI, MEXICO
4	Cluster II	Betis High School	GUAGUA	San Nicolas 2nd, Betis, Guagua, Pampanga
4	Cluster II	Porac Model Community High School	PORAC	Model Community Pio Porac Pampanga
5	Cluster II	Becuran High School	SANTA RITA	Becuran, Sta Rita, Pampanga
6	Cluster II	Sto. Tomas NHS (Sasmuan)	SASMUAN (SEXMOAN)	Purok Garcia, Sto. Tomas, Sasmuan, Pampanga
7	Cluster III	Floridablanca National Agricultural High School	FLORIDABLANCA	Floridablanca, Pampanga
8	Cluster III	Lubao NHS	LUBAO	Purok 1, San Nicolas 1st, Lubao, Pampanga
9	Cluster IV	San Vicente Pilot School for the Poor	BACOLOR	Bulaon Resettlement Site, City of San Fernando, Pampanga
10	Cluster IV	San Juan HS- Mexico	MEXICO	San Juan, Mexico, Pampanga
11	Cluster IV	Sta. Ana NHS	SANTA ANA	San Agustin, Sta. Ana, Pampanga
12	Cluster V	Pasig High School	CANDABA	Pasig, Candaba, Pampanga
13	Cluster V	San Luis HS	SAN LUIS	STO. TOMAS, SAN LUIS, PAMPANGA
14	Cluster VI	San Matias HS	SANTO TOMAS	San Matias, Sto. Tomas, Pampanga
15	Cluster VI	Sta. Maria HS –Minalin	MINALIN	High School blvd Sta Maria minalin Pampanga
16	Cluster VI	San Simon HS	SAN SIMON	Poblacio, Brgy. San Jose, San Simon, Pampanga
17	Cluster VI	Apalit High School	APALIT	Sulipan, Apalit, Pampanga
18	Cluster VII	Macabebe High School	MACABEBE	San Roque, Macabebe, Pampanga
19	Cluster VII	Masantol High School	MASANTOL	Bebe Anac, Masantol, Pampanga



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TRAINING MATRIX

2025 Seminar-Workshop on the Preparation and Reconciliations of Supplies, Inventory, Materials and Equipment (SIME 2025)

Teachers Training Center
 Schools Division of Pampanga
 High School Blvd., Brgy. Lourdes, City of San Fernando
 July 1,3,4 2025

DAY 1

TIME	ACTIVITY	RESOURCE SPEAKER
8:00am-9:00am	Registration / Preliminaries	
9:00am-12:00nn	RM No. 672, s.2024 Implementation Guidelines on the Standards Procedures for the Management of PPE of the Regional Office, Schools Division Offices and Public Schools Regional Office Asset Management Division- Programs / Projects / Deliveries Status	Felisa R. Ebreo Administrative Officer V Regional Supply Officer
12:00nn-1:00pm	Lunch Break	
01:00pm-4:00pm	Preparation and Reconciliation of Supplies, Inventory, Materials and Equipment 2025 Division Office Property & Supply Unit Division- Programs / Projects / Deliveries Status Division Memorandum Released relative to Asset Management Policy, Guidelines updates related to Asset Management	Sharon M. Catangal Administrative Officer IV- Division Supply Officer
4:00pm-5:00pm	Open Forum	

DAY 2

TIME	ACTIVITY	RESOURCE SPEAKER
8:00am-9:00am	Preliminaries	
9:00am-10:00am	Composition of Committee on Reconciliation. Roles and its Responsibilities. Balances Updates of Supplies, Inventory, Materials and PPE.	Erwin M. Cruz Division Accountant
10:00am-10:30am	Presentation of Balances- School Buildings, Other Structures, Office Equipment, Information and Communication Technology Equipment, Communication Equipment, Other Machinery and Equipment, Motor Vehicles,	Madonna P. Macasero Supply-In Charge of Property, Plant and Equipment (PPE)
10:30am-11:00am	Presentation of Balances- Semi Expandible Accounts- Semi-Expandable Office Equipment,	Teejay C. Gutierrez Supply Office -In Charge of Semi Expandible Accounts



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	Semi-Expendable Information and Communications Technology Equipment, Semi-Expendable Other Equipment, Semi-Expendable Other Equipment, Semi-Expendable Furniture and Fixtures	
11:00am-11:30am	Presentation of Balances-Inventories-Office Supplies Inventory, Food Supplies Inventory, Other Supplies Materials Inventory	Reyclene G. Nunag Supply Office -In Charge of Inventory and Semi Expandable Items
11:30am-12:00nn	Instructions Mechanics Techniques Guides On the Reconciliation of Items	Sharon M. Catangal Administrative Officer IV- Division Supply Officer
12:00nn-1:00pm	Lunch Break	
01:00pm-4:00pm	Workshop Proper on the Preparation and Reconciliations of Supplies, Inventory, Materials and Equipment (SIME)	
4:00pm-5:00pm	Open Forum	

DAY 3

TIME	ACTIVITY	RESOURCE SPEAKER
8:00am-9:00am	Preliminaries	
9:00am-12:00nn	Continuation Workshop on the Preparation and Reconciliations of Supplies, Inventory, Materials and Equipment (SIME)	
12:00nn-1:00pm	Lunch Break	
01:00pm-4:00pm	Presentation of Outputs, Evaluation and Critiquing	1 for each Sector
4:00pm-5:00pm	Open Forum for the Final Outputs	



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