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

June 10, 2026

DIVISION MEMORANDUM
NO. 345, s. 2026

2026 ANNUAL SEMINAR-WORKSHOP ON THE PREPARATION AND RECONCILIATION OF SUPPLIES, INVENTORY, MATERIALS, AND EQUIPMENT

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Heads of Fiscal Schools/Implementing Units
District/School Property Custodians
All Others Concerned

1. The Division Office Property and Supply Unit and Finance Section shall conduct the 2026 Annual Seminar-Workshop on the Preparation and Reconciliation of Supplies, Inventory, Materials, and Equipment on July 1–3, 2026 at the Teachers Training Center, Schools Division of Pampanga, Barangay Lourdes, City of San Fernando, Pampanga.

2.This activity aims to: a. strengthen compliance with government accounting, property, and auditing rules and regulations through the proper preparation and reconciliation of supplies, inventory, materials, and equipment records; and b. reinforce accountability in the management, safeguarding, and reporting of government properties pursuant to existing property insurance and asset management policies of the government.

3. Participants are advised to bring laptops for workshop proper.
The participants in the activity are the following:

a. Batch (1)-Day 1 – 30 School Bookkeepers / 30 School Custodians
b. Batch (2)-Day 2 – 30 School Bookkeepers / 30 School Custodians
c. Batch (3)-Day 3- 33 District Property Custodians & Vice Property Custodian

4. For confirmation of attendance, all participants must register on this link: *https://bit.ly/RECON2026participants* not later than June 17, 2026.

Failure to participate in the training shall constitute submission of a justification letter through this link ***bit.ly/LETTEROFEXPLANATION2026.***

5. Fiscal schools are advised to accomplish the template on the balances of Supplies and Property, Plant, and Equipment (PPE) as of December 31, 2025, through this link. *https://bit.ly/PPEBALANCES*

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6. 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.

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

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

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

NO: 15122
RELEASED
JUN 10 2026
RECEIVED

Encl: As stated
osds-supply-2026-06-011

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LIST OF PARTICIPANTS

2026 Annual Seminar-Workshop on the Preparation and Reconciliations of Supplies, Inventory, Materials, and Equipment
July 1-3, 2026

Batch (1)-Day 1(July1) – 30 School Bookkeepers / 30 School Custodians

1	ANAO NHS
2	ANDRES M. LUCIANO NHS
3	APALIT HS
4	APALIT TECH VOC
5	ARAYAT NHS
6	BAHAY PARE NHS
7	BALITUCAN NHS
8	BALUCUC NHS
9	BASA AIR BASE NHS
10	BECURAN NHS
11	BETIS NHS
12	CADUANG TETE NHS
13	CAMBA NHS
14	CANSINALA NHS
15	DELA PAZ LIBUTAD NHS
16	DOLORES NHS
17	DON JESUS GONZALES NHS
18	EMIGDIO BONDOC NHS
19	FNAS
20	GD MENDOZA NHS
21	GUTAD - FIS
22	GUTAD NHS
23	JUSTINO SEVILLA NHS
24	LUBAO NHS
25	MALINO NHS
26	MASANTOL NHS
27	MEXICO - DIOSDADO NHS
28	MEXICO NHS
29	NATIVIDAD - PULUNG MASLE NHS
30	NATIVIDAD NHS

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Batch (2)-Day 2(July2) – 30 School Bookkeepers / 30 School Custodians

31	PAGYRUAN NHS
32	PASIG NHS
33	PORAC MODEL CHS
34	POTRERO NHS
35	PULONG SANTOL NHS
36	PULONG SANTOL NHS - ANNEX 1
37	PULONG SANTOL NHS - STA. CRUZ
38	REMEDIOS NHS
39	SALAPUNGAN NHS
40	SAN ISIDRO NHS - SAN LUIS
41	SAN ISIDRO NHS - STA. ANA
42	SAN JUAN - SAN LUIS NHS - SAN CARLOS
43	SAN JUAN NHS - MEXICO
44	SAN MATIAS NHS
45	SAN PABLO 2ND NHS
46	SAN PEDRO NHS
47	SAN ROQUE DAU NHS
48	SAN VICENTE - SAN FRANCISCO NHS
49	SAN VICENTE NHS - LUBAO
50	SAN VICENTE PILOT SPC
51	STA. ANA NHS
52	STA. CRUZ HIS
53	STA. MARIA NHS, MACABEBE
54	STA. MARIA NHS, MINALIN
55	STO. ROSARIO NHS, MINALIN
56	STO. TOMAS NHS, SASMUAN
57	TALANG NHS
58	TINAJERO NHS
59	TINAJERO NHS - ANNEX

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Batch (3)-Day 3 (July3) – 33 District Property Custodians & Vice Property Custodians

	SECTOR	DISTRICT
1	EAST	CANDABA EAST
2	EAST	CANDABA NORTH
3	EAST	CANDABA WEST
4	EAST	MEXICO NORTH
5	EAST	MEXICO SOUTH
6	EAST	MEXICO WEST
7	EAST	SAN LUIS
8	EAST	STA. ANA
9	NORTH	ARAYAT EAST
10	NORTH	ARAYAT WEST
11	NORTH	BACOLOR SOUTH
12	NORTH	BACOLOR NORTH
13	NORTH	MAGALANG NORTH
14	NORTH	MAGALANG SOUTH
15	NORTH	PORAC EAST
16	NORTH	PORAC WEST
17	SOUTH	APALIT
18	SOUTH	MACABEBE EAST
19	SOUTH	MACABEBE WEST
20	SOUTH	MASANTOL SOUTH
21	SOUTH	MASANTOL NORTH
22	SOUTH	MINALIN
23	SOUTH	SAN SIMON
24	SOUTH	STO. TOMAS
25	WEST	FLORIDABLANCA EAST
26	WEST	FLORIDABLANCA WEST
27	WEST	GUAGUA EAST
28	WEST	GUAGUA WEST
29	WEST	LUBAO EAST
30	WEST	LUBAO NORTH
31	WEST	LUBAO WEST
32	WEST	SASMUAN
33	WEST	STA. RITA

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TRAINING MATRIX

2026 Annual Seminar-Workshop on the Preparation and Reconciliations of Supplies, Inventory, Materials, and Equipment

Teachers Training Center
Schools Division of Pampanga
High School Blvd., Brgy. Lourdes, City of San Fernando
July 1,2,3 2026

DAY 1&Day2(BATCH 1-2)-FISCAL SCHOOLS (School Bookkeeper & Custodian)

TIME	ACTIVITY	SPEAKER/In-Charge
8:00am-8:30am	Registration / Preliminaries	Secretariat
8:30am-8:45am	Welcome Remarks	ASDS Leandro C. Canlas, PhD.
	Statement of Purpose	ASDS(OIC) Dr. Mikael Sandino T. Andrey
8:45am-9:00am	Inspirational Message	SDS Romeo M. Alip, PhD,CESO V
9:00am-10:00am	Strengthening Accountability and Transparency in Government Asset Management Regional Office-Programs / Projects / Deliveries (Status)	FELISA R. EBREO Regional Supply Officer
10:00am-11:00am	**Supplies, Inventory, Materials, and PPE Balances **Reconciliation of Accounting and Property Records **Reconciliation Procedures	Erwin M. Cruz Division Accountant
11:00am-11:45am	Mandatory Insurance Coverage of Government Properties Pursuant to Republic Act (RA) No. 656 and Commission on Audit (COA) Circular No. 2018-002 Division Office Property &Supply Unit Division- Programs / Projects / Deliveries Status	Sharon M. Catangal, PhD. Administrative Officer IV- Division Supply Officer
11:45am-12:00noon	Open Forum-Morning Session	
12:00nn-1:00pm	Lunch Break	
01:00pm-4:00pm	Workshop Proper on the Reconciliations of Supplies, Inventory, Materials, and PPE	
4:00pm-5:00pm	Open Forum-Presentation of Output	

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DAY 3(BATCH 3)- 33 District Property Custodians & Vice Property Custodian

TIME	ACTIVITY	SPEAKER/In-Charge
8:00am-8:30am	Registration / Preliminaries	Secretariat
8:30am-8:45am	Welcome Remarks	Sharon M. Catangal, PhD. Division Supply Officer
9:00am-10:00am	Strengthening Accountability and Transparency in Government Asset Management Regional Office-Programs / Projects / Deliveries (Status)	FELISA R. EBREO Regional Supply Officer
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