



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 10-303 s, 2026

To: Assistant Schools Division Superintendent
CID Chief
Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officers II
All concerned
This Division

**CAPACITY-BUILDING WORKSHOP FOR SCHOOL SUPPLY OFFICERS ON THE
EFFICIENT MANAGEMENT, AND INVENTORY OF DELIVERED TEXTBOOKS,
MANUALS AND OTHER LEARNING RESOURCES**

1. In support of the effective implementation of learning resource management and the timely provision of instructional materials to schools, the Schools Division of Siargao shall conduct the Capacity-Building Workshop for School Supply Officers on the Efficient Management, and Inventory of Delivered Textbooks, Manuals and Other Learning Resources on October 26–27, 2026, at Almont Beach Resort, Surigao City.
2. The activity aims to strengthen the competencies of school supply officers in management, and inventory of delivered textbooks, manuals and other learning resources. Specifically, it intends to:
 - a. enhance participants' knowledge and skills in the efficient management, inventory, safekeeping, and documentation of textbooks and teachers' manuals and other learning resources;
 - b. strengthen participants' understanding of management and inventory procedures, applicable guidelines, and accountability measures to ensure transparency and compliance with existing policies; and
 - c. improve coordination and delivery monitoring mechanisms to ensure the timely and accurate distribution of textbooks and teachers' manuals to intended recipient schools.
3. Participants are the Administrative Officer II (AO II) designated as School Supply Officers and other identified personnel involved in the inventory and management of textbooks, as listed in the enclosure to this Memorandum.
4. All participants are required to bring their respective laptops, backup internet connectivity, and soft or scanned copies of existing records of accountabilities, such as Inventory Custodian Slips (ICS), Requisition and Issue Slips (RIS), Stock Cards, and other relevant inventory and property records, to facilitate workshop activities, data processing, validation, and preparation of the required outputs.



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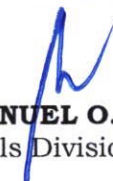
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5. The workshop is a live-in activity. Participants are expected to arrive in time for breakfast on October 26, 2026, which shall be the first meal provided, and stay until dinner on October 27, 2026, which shall be the last meal provided.
6. Travelling expenses and other authorized expenses related to participation in the activity shall be charged against the respective school's Maintenance and Other Operating Expenses (MOOE) or other available local funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations.
7. For further queries and clarifications, please contact Neniel E. Dumanjog, LR Manager, or Nathaniel A. Congreso, Jr., Project Development Officer II, through the Learning Resource Management Section.
8. Immediate and wide dissemination of this Memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent 

Encl: As stated

Reference: As stated

NONE

To be indicated in the Perpetual Index under the following subjects:

Capacity-Building Inventory Textbooks

CID/ned
10/13/26



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Enclosure 1. Activity Matrix

Time	Day 1 – Policy, Procurement, Delivery, and Asset Management System	Responsible Person
8:00–8:30 AM	Registration and Pre-Test	M&E
8:30–9:00 AM	Opening Program	PMT
9:00–9:30 AM	Presentation of Field Validation Findings on Textbook Deliveries	Neniel E. Dumanjog EPS - LR
9:30–10:30 AM	Policies and Guidelines on the Management of Textbooks and Teachers' Manuals	Blaise R. sumampong AO II
10:30–10:45 AM	Health Break	—
10:45–11:45 AM	Roles and Responsibilities of School Supply Officers in Textbook and Asset Management	Francis Albert C. Golo AO IV/Supply Officer
11:45 AM–12:00 NN	Open Forum	PMT
12:00–1:00 PM	Lunch Break	—
1:00–2:00 PM	Receiving, Inspection, and Acceptance of Textbook Deliveries	Karyl Ann Mae C. Espineli AO-II – Dapa CES
2:00–2:45 PM	Inventory, Documentation, Storage, and Accountability of Textbooks	Carlo Borris G. Oraliza AO IV/Procurement Officer
2:45–3:00 PM	Launching of the Asset Management System Innovation	Francis Albert C. Golo AO IV/Supply Officer
3:00–3:15 PM	Health Break	—
3:15–4:15 PM	Orientation on the Asset Management System: Features, User Roles, and Workflow	Francis Albert C. Golo AO IV/Supply Officer
4:15–4:55 PM	Workshop 1: Hands-on Encoding in the Asset Management System	Nathaniel A. Congreso, Jr. PDO II - LR
4:55–5:00 PM	Day 1 Synthesis	PMT
Day 2	Day 2 – Distribution, Monitoring, Application, and Action Planning	
8:00–8:15 AM	Recap of Day 1	PMT
8:15–10:15 AM	Continuation: Workshop 1: Hands-on Encoding in the Asset Management System	Nathaniel A. Congreso, Jr. PDO II - LR
10:15–10:30 AM	Health Break	—
10:30–11:30 AM	Monitoring, Accountability, and Management of Damaged, Lost, Obsolete, and Excess Textbooks	Ryan S. Dumadag AO-II – Union ES



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11:30 AM– 12:00 NN	Asset Management System: Monitoring, Updating, and Report Generation	Francis Albert C. Golo AO IV/Supply Officer
12:00–1:00 PM	Lunch Break	—
1:00–2:00 PM	Workshop 1: Continuation of Hands- on Encoding and Validation	Nathaniel A. Congreso, Jr. PDO II - LR
2:00–2:30 PM	Application: From Textbook Delivery to Inventory, Distribution, and System Updating	Facilitators
2:30–2:45 PM	Health Break	—
2:45–4:15 PM	Workshop 2: Crafting of School-Level Asset and Textbook Management Action Plan	Ne Niel E. Dumanjog EPS - LR
4:15–4:40 PM	Presentation and Critiquing of Outputs	AOs
4:40–4:50 PM	Post-Test and Workshop Evaluation	M&E
4:50–5:00 PM	Commitment Setting and Closing Program	PMT



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Enclosure 2. List of Participants

No	Participants	Position	Office/School
1.	Manuel O. Caberte	SDS	Division Office
2.	Roel T. Diamante	ASDS	Division Office
3.	Gemna G. Pobe	Chief ES	CID
4.	Catherine B. Landao	AO V	OSDS
5.	Neniel E. Dumanjog	EPS - LR	CID
6.	Nathaniel A. Congreso, Jr.	PDO II	CID
7.	Regemie A. Alburo	PSDS	CID
8.	Randy A. Rudila	EPS/Inspectorate	CID
9.	Engr. Dave Betita	COS/NSBI	SGOD
10.	Francis Albert C. Golo	AO IV	OSDS
11.	Carlo Borris Oraliza	AO IV	OSDS
12.	Girlie Jane Cavite	AO II	OSDS
13.	Jonathan Tayapad	Nurse II	SGOD
14.	Lowela B. Espanto	EPs II - HRD	SGOD
15.	Aquino D. Garcia	SEPS - M&E	SGOD
16.	Lorenze A. Quinaso	T III/Documenter	DapaNHS

No.	Name of AO II	Position	School Name
1	JENKINS A. PLATIL	AO II	Baybay ES
2	MARICEL V. BALANDRA	AO II	Bitaug ES
3	ANA MAE A. GALAGAR	AO II	Burgos CES
4	NJ A. DULPINA	AO II	Matin-ao ES
5	ROSMIE M. GERALDEZ	AO II	San Mateo ES
6	ANJELIC R. CONTE	AO II	Burgos NHS
7	GAUDENCIO JR. C. CAPILLANES	AO II	Cabawa ES
8	MARNETH JOY P. ESMERALDA	AO II	Can-uyan PS
9	DAPHNE H. RESTON	AO II	Consolacion ES
10	REINSHIELD S. TAGLUCOP	AO II	Corregidor ES
11	ALGEN R. CASAÑA	AO II	Dagohoy ES
12	IRPHIL E. GOCELA	AO II	Don Enrique NMS
13	EVELYN P. ESPINIDO	AO II	Don Paulino ES
14	JUNRY D. DOTILLOS	AO II	Montserrat ES
15	ALYSSA F. SUBAYNO	AO II	Osmeña ES
16	MARIVEL J. CONJURADO	AO II	Sta Felomina ES
17	RYAN S, DUMADAG	AO II	Union ES
18	DENCIA E. CASANA	AO II	Consolacion NHS
19	CATHY L. SINDAY	AO II	Union NHS



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20	DAPHNE C. VILLANUEVA	AO II	Dapa NHS-ANNEX
21	RHIAMEA L. SAVANDAL	AO II	Bagacay ES
22	CHANE KATHLEN G. GALBO	AO II	Buenavista ES
23	LIEZEL S. PEGARES	AO II	Cambas-ac ES
24	Alyssa Mae E. Conte	AO II	Catabaan ES
25	Karyl Ann Mae C. Espinile	AO II	Dapa CES
26	CHANE AILENE M. DOLE	AO II	Jubang ES
27	JONAS A. GARCIA	AO II	New Uba PS
28	JOCEANN B. MARCOS	AO II	San Carlos ES
29	ADRIANO T. FORMILLES ,JR.	AO II	San Miguel ES
30	Jernelyn C. Intano	AO II	Sta. Fe ES
31	Charisse E. Ortojan	AO II	Dapa NHS
32	Abigail S. Argente	AO II	Siargao NSHS
33	CHITCHEN S. BARONDAY	AO II	Anajawan IS
34	SHEENAH B. GOCELA	AO II	Cabitoonan ES
35	Phenuel A. Mozo	AO II	Catangnan ES
36	BLAISE R. SUMAMPONG	AO II	Consuelo ES
37	Martsan Ephraim R. Fernandez	AO II	Corazon ES
38	Phenuel A. Mozo	AO II	Daku ES
39	Mylee Edna Z. Domenquito	AO II	Dao PS
40	Michael Christian Rey M. Ejandra	AO II	La Januza ES
41	Elma Rose L. Caumpay	AO II	Libertad ES
42	Aurora S. Selisana	AO II	Magsaysay ES
43	Mary Grace M. Marzo	AO II	Malinao ES
44	Ermelyn L. Solis	AO II	Sta. Cruz ES
45	MARK NICOLE B. CADAVIS	AO II	Mam-on PS
46	Harold A. Borlagdan	AO II	Sta. Fe ES
47	AILYN G. TOLENTINO	AO II	Suyangan ES
48	JERNEL BASIL M. BIOY	AO II	Tawin-Tawin ES
49	LADY ELIZA S. MADRONAL	AO II	Gen Luna NHS
50	LIBBY D. GONZALES	AO II	Consuelo NHS Annex
51	ROXAN L. COLUNA	AO II	Suyangan NHS Annex
52	ANALOU B. SABEJON	AO II	Sta. Fe NHS
53	NICK PATRICK F. SULAPAS	AO II	Antipolo ES
54	ROSALIE B. SAJOL	AO II	Bitoon ES
55	ERLINA L. ABARICO	AO II	Cabugao ES
56	DONALD JAMES R. SUMALINOG	AO II	Esperanza ES
57	VANCE KEVIN E. AZARCON	AO II	Lobogon ES
58	EVA F. TAGLUCOP	AO II	Mahayahay ES
59	LLANELYN D. VERTICAL	AO II	Quezon PS



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60	CHERRY ANN B. POBE	AO II	San Fernando ES
61	LANCELOT T. BENDANILLO	AO II	Sayak ES
62	MARGARITO C. PAMINTUAN JR	AO II	Tuboran ES
63	Sanijen P. Lubapis	AO II	Oguing Navarro MNHS
64	RANDY MARAVILLAS	AO II	Mariano Matugas MNHS
65	LAARNI E. GONZALES	AO II	Bagacay PS
66	VICENTE O. OLIVA	AO II	Canchoy ES
67	CHERRY ANN B. POBE	AO II	Dumoyog PS
68	LAARNI E. GONZALES	AO II	Jamoyaon ES
69	JONELY V. ARAYA	AO II	Katipunan ES
70	JEBB E. BONONO	AO II	Lasala IS
71	Ivy B. Arcaya	AO II	Mabuhay PS
72	Jeselle A. Comon	AO II	Numancia CES
73	JOREEN-JEB C. BALOGBOG	AO II	Del Carmen NHS
74	VEBELYN P. MACARINE	AO II	Consolacion ES
75	MARY GRACE T. GONA	AO II	Datu ES
76	ELDHIE JANE R. EDERA	AO II	Dayaohay PS
77	JESIECA P. PORPAYAS	AO II	Jaboy ES
78	LOUIE VINCENT S. COMON	AO II	Katipunan ES
79	MARY GRACE T. GONA	AO II	Maasin ES
80	GAIL JASMINE E. GEMPARO	AO II	Mabini ES
81	LEA JANE D. OLIVAN	AO II	Mabuhay ES
82	ROSEMARIE G. POMOY	AO II	Pilar CES
83	MARITCHO B. DURERO	AO II	Salvacion ES
84	JESIECA P. PORPAYAS	AO II	San Roque ES
85	ROGIE S. ESPINELI	AO II	Pilar NHS
86	MARY CECYL E. CULMINAS	AO II	Caridad NHS
87	Donna-Mae P. Uy	AO II	Bongdo ES
88	Rande V. Mecate	AO II	Maribojoc IS
89	Jesharelah Kish T. Murillo	AO II	Nuevo Campo ES
90	Rande V. Mecate	AO II	Pitogo ES
91	Janerie P. Quinaso	AO II	San Benito CES
92	Ethel D. Monter	AO II	San Juan ES
93	Ryan Paul A. Rosales	AO II	San Benito NHS
94	Aurifen P. Cordero	AO II	Buhing Calipay ES
95	Zeneth M. Taro	AO II	Del Pilar PS
96	Elvisa L. Miranday	AO II	Macapagal PS
97	Glenda S. Miranday	AO II	Pelaez PS
98	Alondra Preslie C. Donoso	AO II	Roxas ES



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99	Frank Bernard Y. Espanto	AO II	San Isidro CES
100	Airesh P. Oraliza	AO II	San Miguel PS
101	Eirenjoe D. Bonono	AO II	Sta. Paz ES
102	Levy J. Ruaya	AO II	Sto. Nino ES
103	Levy J. Ruaya	AO II	Tambacan ES
104	Alondra Preslie C. Donoso	AO II	Roxas NHS
105	SARAH THERESE L. SUPANG	AO II	San Isidro NHS
106	CHARMINE M. DOMAGTOY	AO II	Abad Santos ES
107	Elma M. Comelon	AO II	Bailan ES
108	JULIAN DAVE S. TIU	AO II	Libertad ES
109	Brylle Henson F. Luna	AO II	Mabini ES
110	ARIANE GRACE B. ALBURO	AO II	Magsaysay ES
111	DEOMEDITO S. LISCANO JR	AO II	Rizal ES
112	BERNARD B. COMON	AO II	Sapao CES
113	JOLENA R. TAMAYO	AO II	Tangbo ES
114	Joey P. Cadayona	AO II	Libertad NHS
115	LYNDE MAE L. ARGULLES	AO II	Sapao NHS
116	JULIE M. COMPRA	AO II	Atoyay ES
117	JHON PAUL L. AÑO	AO II	Bay-ang ES
118	LYKA D. LLANO	AO II	Don Albino Taruc MES
119	CLARENCE C. RIVAS	AO II	Lanit-ag PS
120	PHILIP STEVE C. RAMIREZ	AO II	N. SERING ES
121	LEWANI B. DIZON	AO II	Socorro CES
122	ROSMILYN A. TAMAYO	AO II	Atoyay NHS
123	LESLY T. RAMIREZ	AO II	Socorro NHS
124	DUANIE D. JUANITE	AO II	Del Pilar Comm. PS
125	CRIS AYAN A. MAISOS	AO II	Honrado Comm. ES
126	SHYAHARAH G. RIVAS	AO II	Nueva Estrella CES
127	LUVEL LYKA O. QUIBAN	AO II	P. Dela Pena MPS
128	MARIE MARAH J. PIAO	AO II	Pamosaingan ES
129	PRINCESS NIKKIE L. CANTA	AO II	Sabang PS
130	NOVIE-ANN E. BESAS	AO II	Salog ES
131	CHIYEN B. MANTE	AO II	San Roque ES
132	DAYCI L. SARONG	AO II	Songkoy ES
133	MADDEL J. DELA PEÑA	AO II	Sta. Cruz Comm. ES
134	ALEAH MEKA O. JOAQUINO	AO II	Sudlon ES
135	ICEE C. ROSILLO	AO II	Nueva Estrella NHS
136	LYKA LINDSEY S. DANO	AO II	Pamosaingan NHS
137	Kyle Kevin E. Abuton	AO II	GLCES



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138	Earl V. Sindo	Property Custodian	Dapa NHS
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