



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

Feb. 2, 2026

DIVISION MEMORANDUM
No. 140 s. 2026

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Chiefs, CID/SGOD
Secondary IU/Non-IU and Elementary Schools/District Administrative Officer II

WORKSHOP ON THE PREPARATION OF INVENTORY FORMS AND REPORTS

- 1) This Office hereby announces the **Schedule of Activities for Workshop on the Preparation of Inventory Forms and Reports**. (Please see attached schedule.)
- 2) All **Administrative Officer II personnel** from Elementary and Secondary Schools (IU and Non-IU) are required to attend the **one-day activity** based on their assigned schedule.
- 3) To ensure the efficiency of the activity, all participants are requested to bring the following:
 - Laptop
 - Extension wire
 - Copies of 2024–2025 Delivery Receipts (procured by DO, RO, and CO)
 - Copies of 2024–2025 ICS / PAR / ITR / PTR (procured by DO, RO, and CO)
 - Copies of 4th Quarter CY 2025 Purchase Orders (MOOE and other local funds)
 - Copies of Deeds of Donation (for PPE and Semi-Expendable items)
 - Copy of the Tax Declaration for School Lot and Buildings
- 4) It is expected that all **previous Property Custodians** have duly turned over all required property and inventory documents to the **current Administrative Officer II** of the school.
- 5) Participants, per **clustered district** as indicated in the attached schedule, shall have the **option to choose their activity venue**.
- 6) Travel expenses incurred by the **participants** during this activity shall be **charged against school MOOE funds**, while expenses of the **facilitators/speakers** shall be **charged against Division MOOE**, subject to existing accounting and auditing rules and regulations.



7) The following are the Facilitators of the said activity:

Chairperson: LILIAN M. BALORIA PhD, JD

Members: NELSON CABANATAN- A.O. II

AMADO S. RELAMPAGOS JR- A.O. II

HERA A. REYES- A.O.II

8) Immediate and wide dissemination of this memorandum is directed for the information and compliance of all concerned.



FAY C. LUAREZ EdD, PhD TM, CESO VI
Schools Division Superintendent



DATE	DISTRICTS	NO. OF PARTICIPANTS	VENUE
MARCH			
3	PANGLAO, DAUIS	30	
5	BACLAYON, ALBUR, SIKATUNA, CORELLA	26	
10	LILA, LOAY, DIMIAO	29	
12	VALENCIA, GARCIA HERNANDEZ	31	
17	JAGNA, DUERO	35	
19	GUINDULMAN, ANDA	28	
24	CANDIJAY, MABINI	36	
26	ALICIA, UBAY III	33	
APRIL			
7	UBAY I, UBAY II	31	
10	CPG	20	
14	CORTES, MARIBOJOC	27	
16	ANTEQUERA, SAN ISIDRO	23	
21	LOON NORTH, LOON SOUTH	29	
23	CALAPE, TUBIGON WEST	27	
28	TUBIGON EAST, CLARIN	28	
30	INABANGA NORTH, INABANGA SOUTH	34	
MAY			
5	BUENAVISTA I, BUENAVISTA II	23	
7	GETAFE I, GETAFE II	22	
12	TALIBON I	19	
	(SLEEP)		
13	TALIBON II	22	
19	BALILIHAN, CATIGBIAN	30	
21	SAGBAYAN, DANA O	33	
26	LOBOC, SEVILLA	24	
28	BILAR, BATUAN	24	
JUNE			
2	CARMEN I, CARMEN II, CARMEN III	30	
4	SIERRA-BULLONES, PILAR	33	
9	DAGOHOY, SAN MIGUEL	28	
11	TRINIDAD I, TRINIDAD II	24	
16	BIEN UNIDO	16	