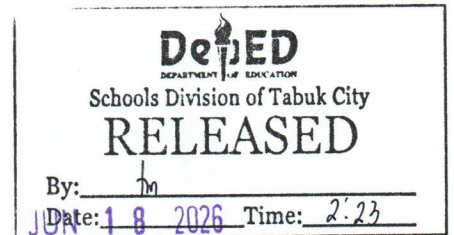




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

17 June 2026

DIVISION MEMORANDUM

No. 268 s. 2026

**ATTENDANCE OF SELECTED GOVERNMENT PERSONNEL ON THE
ONLINE TRAINING ON DISPOSAL OF GOVERNMENT PROPERTIES (DGP)
FOR AGENCY PERSONNEL**

TO: Asst. Schools Division Superintendent
SGOD Chief and CID Chief
All Public District Supervisors and Education Program Supervisors
All School Heads
All Identified Non-Teaching Personnel
All Others Concerned

1. In compliance with Webinar Advisory No. 1 and the Confirmation Letter issued by the Commission on Audit – Cordillera Administrative Region (COA-CAR) regarding the Online Training on the Disposal of Government Properties (DGP) for Agency Personnel, this Office, through the Human Resource Development Section (HRDS), hereby enjoins the participation of identified non-teaching personnel in the said training to be conducted on June 22–24, 2026 via the Zoom platform.

2. The training aims to enhance the knowledge, skills, and competencies of participants in the proper disposal of government properties in accordance with COA-DBM Joint Circular No. 2024-1. Specifically, it seeks to strengthen compliance with existing policies and regulations, promote accountability and transparency in asset management, and ensure the efficient utilization of government resources.

3. The identified and confirmed participants are as follows:

| No | Name | Position | School/Office |
|----|------------------------------|---------------------------|-----------------|
| 1 | GAS-IB, Roselma G. | Administrative Officer II | Bulanao West ES |
| 2 | COMIA-AS, Lyka F. | Administrative Officer II | Toppan IS |
| 3 | WANAGON, Froilan L. | Administrative Officer II | Dupag ES |
| 4 | DUMAGUING, Heidi D. | Administrative Officer II | Bullaguian ES |
| 5 | RIVERA, Clifford Kaysonne M. | Administrative Officer II | Tuga NHS |



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

4. The registration fee amounting to Two Thousand Four Hundred Pesos (Php 2,400.00) per participant shall be charged against School Local Funds, subject to the availability of funds and the usual accounting, auditing, and budgeting rules and regulations.

5. Furthermore, the concerned Administrative Officers (AOs) shall be considered on Official Business (OB) for the duration of the training to ensure their full participation and engagement in the webinar sessions.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

Digitally signed by
CHRISTOPHER C.
BENIGNO
Date: 2026.06.18
13:42:48+08'00'

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

