



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



Office of the Schools Division Superintendent

Reference No.: RU-2026-008

3 September 2026

DIVISION MEMORANDUM

No. 394 s. 2026

**ATTENDANCE OF SELECTED NON-TEACHING PERSONNEL
ON THE COMMISSION ON AUDIT (COA) TRAINING ON PROPERTY
AND SUPPLY MANAGEMENT FOR AGENCY PERSONNEL**

TO: Assistant 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 view of the Confirmation Letter issued by the Commission on Audit – Cordillera Administrative Region (COA-CAR) regarding the Attendance of selected government personnel to the live-out seminar on Property and Supply Management System (PSMS) for Agency Personnel issued on August 20, 2026, this Office, through the Human Resource Development Section (HRDS), hereby informs and directs the participation of identified non-teaching personnel in the said training to be conducted on September 14-16, 2026, at the Albert Hall, Teachers Camp, Baguio City.

2. The training aims to strengthen agency personnel's knowledge and compliance with the Property and Supply Management System (PSMS), particularly in the proper requisition, receipt, utilization, safekeeping, accountability, and management of government property and supplies.

3. The identified and confirmed participants are as follows:

Name-Position/School or Office	Name-Position/School or Office
1. Esmeralda A. Costales-AO II/ San Pablo IS	21. Rosemarie S. Valdez- AO II / Maledda IS
2. Joan D. Gammod-AO II/ Tangbay ES	22. Rhovelyn G. Pittong- AO II / Magsaysay ES
3. Mary Rose Garcia- AO II /Malin-awa ES	23. Rhoda D. Alimani- AO II/ Lucog ES
4. Elizabeth Enciso- AO II/Amlao IS	24. Oliver P. Esguerra- ADAS-II / Balong NHS
5. Mallory Banggawan- AO II/ Dalnacan ES	25. Wemenda W. Galano -AO II / Malalao ES
6. Marlyn B. Ambong- AO II / Pantar ES	26. Joan B. Banggawan- AO II/ Bado Dangwa CS



7.Criselda M. Balucnit- AO II/ Balong CS	27. Ofelia A. Mamattong - AO II/ Mansanita ES
8. Olivia O. Alngag- AO II / Nambaran ES	28.Ronabeth G. Gatchalian – AO II/ Nambucayan NHS
9. Erecson I. Matias-AO II /Bulanao East ES	29.Jaina Kate G. Catabay- AO-II/ Tuliao ES
10. Janice C. Madio- AO II / Cudal CS	30. Lenny Ann B. Langkit - AO-II/ Burobor ES
11. Rhazelle N. Lomeng- AO II/ Banneng ES	31. Jessica C.Baniaga - AO II /New Bangad ES
12. Rona Goan T. Vilorio-AO II/ Bantay ES	32. Lizel Joy B. Ramirez- AO II/ Madapdapig ES
13. Sandra U. Tarnate- AO II/ Masablang ES	33.Bobby Daguio- AO II/ Callagdao ES
14. Krystal Dane B. Agyao- AO II / Cabaruan ES	34.Marvin G. Padilla- AOII/ Bado Dangwa NHS
15. Jona Christine C. Lang-ay- AO II,San Juan ES	35. Ramil M. Tugas -AO II/ Bayabat ES
16. Thelma B. Gapasen -AO II / San Julian ES	36.Gilbert E. Dela Cruz-AO II/ Laya IS
17. Jade Ariane F. Alvarez -ADAS II / Cabaruan ES	37. Helen Joy O. Palattao- AO II/ Namnama ES
18. April T. Malaggan - AO II / Laya West ES	38. Angie Nilda L. Dong- as- AO II Gaogao ES
19. Hanela S. Ogsar - AO II / Gradual Discovery ES	39. Froilan L. Wanagon- AO II / Dupag ES
20. Ronda Lee B. Damasco- AO II/ Basao Isla ES	40. Oliver P. Gas-ib - AO II /Matucnang ES

4. The registration fee amounting to Six Thousand Pesos (Php 6,000.00), including meals and snacks, accommodation, and other necessary training-related expenses per participant, shall be charged against the School Local Funds, subject to the availability of funds and compliance with existing budgeting, accounting, and auditing rules and regulations.

5. Participants are expected to submit their individual Workplace Application Plans to the HRDS not later than September 21, 2026, following the appropriate template, evaluation checklist tool, and approval sheet, to ensure application of training insights and learning in their respective workplaces.

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

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

