



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

22 April 2026

DIVISION MEMORANDUM

No. 220, s. 2026

**ONLINE COORDINATION MEETING OF SDO PROPERTY AND SUPPLY UNIT,
DISTRICT PROPERTY CUSTODIANS AND SCHOOLS PROPERTY CUSTODIANS**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District Property Custodians
School Property Custodians
All Others Concerned

1. In line with the continuing efforts of the Schools Division Office to uphold transparency, reinforce compliance with existing government rules and regulations, and ensure the efficient, proper, and responsible management, utilization, and safeguarding of government assets across all units and offices, a coordination meeting will be conducted on the following dates, from 1:00 pm to 4:00 pm via MS Teams:

May 21, 2026	Congressional District I
May 28, 2026	Congressional District II
June 03, 2026	Congressional District III
June 04, 2026	Congressional District IV

2. This activity aims to strengthen accountability in asset management by clarifying DepEd guidelines, standardizing inventory and reporting procedures, and providing updates on the disposal, transfer, and utilization of government property. It also seeks to address common custodianship issues and establish effective coordination between district and school property custodians to ensure transparency, compliance, and responsible stewardship of resources.

3. Participants in this activity are the District and School Property Custodians (*See Attachment*) and Property and Supply personnel in the division office.

4. The meeting link will be communicated to all concerned participants prior to the scheduled activity, ensuring that everyone has adequate time to access the platform and prepare accordingly.

5. For any question or concern, please contact the Schools Division Office – Property and Supply Unit via email at sdobatangas.property@deped.gov.ph or through our contact number at 0962-194-3414.



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6. Wide dissemination and strict compliance to this memorandum are enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. None

Reference: None

To be indicated in the Perpetual Index under the following subject:
Issuances-Division Memorandum

CMB/ COORDINATION MEETING OF SDO PROPERTY AND SUPPLY UNIT, DISTRICT PROPERTY CUSTODIANS AND SCHOOLS
PROPERTY / R2-151306 / April 22, 2026



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Attachment
LIST OF PARTICIPANTS

DISTRICT AND SCHOOL PROPERTY CUSTODIANS

CONGRESSIONAL DISTRICT I May 21, 2026	CONGRESSIONAL DISTRICT II May 28, 2026	CONGRESSIONAL DISTRICT III June 3, 2026	CONGRESSIONAL DISTRICT IV June 4, 2026
BALAYAN EAST	BAUAN EAST	AGONCILLO	IBAAN
BALAYAN WEST	BAUAN WEST	ALITAGTAG	PADRE GARCIA
CALATAGAN	LOBO	BALETE	ROSARIO EAST
LEMERY	MABINI	CUENCA	ROSARIO WEST
LIAN	SAN LUIS	LAUREL	SAN JOSE
NASUGBU EAST	SAN PASCUAL	MALVAR	SAN JUAN EAST
NASUGBU WEST	TINGLOY	MATAASNAKAHOY	SAN JUAN WEST
TAAL		SAN NICOLAS	TAYSAN
TUY		STA. TERESITA	
		TALISAY	