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

24 Nov 2026

DIVISION MEMORANDUM
No. 590, 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 **December 9, 2026**, via MS Teams:

9:00am – 12:00 nn	Congressional District I Congressional District II
2:00pm – 5:00 pm	Congressional District III Congressional District IV

2. This activity aims to strengthen compliance with government property management policies and procedures through the proper accomplishment and timely submission of required property forms, reports, and supporting documents relating to property accountability, disposal of government properties, and demolition of buildings and structures. It also seeks to promote accountability among property custodians and reinforce transparency, efficiency, and responsible stewardship in the management of government assets.

3. Participants in this activity are the District and School Property Custodians (*See Attachment A*) 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.

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website:www.depedbatangas.com

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

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl. None
Reference: None
To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

CMB/ ONLINE COORDINATION MEETING OF SDO PROPERTY AND SUPPLY UNIT, DISTRICT PROPERTY CUSTODIANS AND SCHOOLS PROPERTY CUSTODIANS / R2-158096 / November 24, 2026

Attachment A

LIST OF PARTICIPANTS

DISTRICT AND SCHOOL PROPERTY CUSTODIANS

CONGRESSIONAL DISTRICT I & II 9:00am- 12:00nn	**CONGRESSIONAL DISTRICT III & IV 2:00pm- 5:00pm**
BALAYAN EAST	AGONCILLO
BALAYAN WEST	ALITAGTAG
CALATAGAN	BALETE
LEMERY	CUENCA
LIAN	LAUREL
NASUGBU EAST	MALVAR
NASUGBU WEST	MATAASNAKAHOY
TAAL	SAN NICOLAS
TUY	STA. TERESITA
BAUAN EAST	TALISAY
BAUAN WEST	IBAAN
LOBO	PADRE GARCIA
MABINI	ROSARIO EAST
SAN LUIS	ROSARIO WEST
SAN PASCUAL	SAN JOSE
TINGLOY	SAN JUAN EAST
	SAN JUAN WEST
	TAYSAN