



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

August 22, 2025

**DIVISION MEMORANDUM**

No. **226** s. 2025

**DESBA-IUs' SEMINAR-WORKSHOP ON SCHOOL PROPERTY, INVENTORY  
AND FINANCIAL MANAGEMENT AND THE NEW GOVERNMENT  
PROCUREMENT ACT (RA 12009) AND ITS IRR AND THE STANDARD  
FORMS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors and Division Coordinators  
Public Schools District Supervisors and OIC-PSDs  
Heads of Public Elementary and Secondary Schools  
All others concerned

1. Attached herein is the Regional Memorandum No. 1034, announcing the conduct of **Seminar-Workshop on School Property, Inventory and Financial Management and the New Government Procurement Act (RA 12009) and its IRR and the Standard Forms** on a live-out basis at Hotel St. Ellis, Rizal St., Legazpi City. The said event will be conducted by the **DepED Senior Bookkeepers Association of Implementing Units (DESBA-IUs), Inc.**
2. The target participants are School Heads, Bids and Awards Committee (BAC) Chairperson and members, as well as members of the Inspectorate Teams, Administrative Officer II, and/or Administrative Assistant III and II, and other interested personnel assigned in Elementary and Secondary Schools.
3. The seminar workshop will be held on September 1-3, 2025, for the 1<sup>st</sup> batch, and September 8-10, 2025, for the 2<sup>nd</sup> batch. Please see the attached Regional Memorandum for additional information on the registration fee and other arrangements, including the indicative training matrix.
4. The Division Office also reiterates that participation is **purely voluntary** and should not lead to disruption of services offered in the participants' respective stations.
5. For queries, kindly contact Mr. Michael A. Villareal, DESBA President, through his contact number 09673169359 or email at [desba.deped@gmail.com](mailto:desba.deped@gmail.com). Alternatively, queries may also be coursed through Mr. Lowie N. Villa, the DESBA Vice-President, through his contact numbers 09171630566 and 09517598060.
6. Immediate & widest dissemination and compliance of this Memorandum are directed.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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