



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

June 15, 2026

OFFICE MEMORANDUM

AD-AMS-2026- **283**

MID-YEAR INVENTORY OF SEMI-EXPENDABLE PROPERTY FOR THE REGIONAL OFFICE VIII

To: Director III
 Functional Division Chiefs
 Regional Property Custodians
 All Others Concerned

1. In compliance with existing government accounting and property management regulations, a **Mid-Year Inventory of Semi-Expendable Property** shall be conducted on the schedules indicated below.

Date	Offices/Units/Section
June 17, 2026	PPRD, FTAD, ORD, OARD, BAC, CLMD, LRMS/E-Library
June 18, 2026	Finance, RELC, QAD, COA, Personnel, Cahier
June 29, 2026	AMS, GSU, Legal Unit, Administrative Division
June 30, 2026	ICT Unit, ESSD, HNU, HRDD, PAU

- All Property Custodians are hereby directed to ensure the availability of all semi-expendable properties under their accountability for verification and inventory.
- All concerned Property Custodians must be present during the scheduled inventory and must prepare the necessary records and documents to facilitate the conduct of the activity.
- For guidance and strict compliance.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Regional Director

AD-AMS-ANC



For the Regional Director:

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