



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

September 8, 2026

OFFICE MEMORANDUM

AD-AMS-2026- **450**

YEAR-END CONFERENCE MEETING OF REGIONAL PROPERTY CUSTODIANS

To:

Director III
Functional Division Chiefs
Regional Property Custodians
All Others Concerned

1. This is to inform all concerned that the Year-End Conference Meeting of Regional Property Custodians will be conducted on December 1, 2026, at 9:00 a.m. at the RELC NEAP HALL 2. The conference aims to assess the status of property and inventory management activities, discuss emerging concerns, and strengthen coordination among Regional Property Custodians.
2. The agenda of the conference shall include the following:
 - a. Year-End Inventory of Semi-Expendable Property and Office Equipment;
 - b. Updates and status from the assigned Property Custodians of each office;
 - c. Reconciliation of inventory records and related asset management concerns; and
 - d. Other matters.
3. Expenses for two (2) snacks, one (1) lunch, venue rental, and other incidental expenses necessary for the conduct of the conference shall be charged against available Administrative Division (AD) funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

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



AD-AMS-ANC



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