



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

03 Aug 2026

REGIONAL MEMORANDUM
ORD-2026-030

**GUIDELINES ON THE TURNOVER OF ACCOUNTABLE PROPERTY,
PROCESSING OF VALID CLAIMS, AND SUBMISSION OF
REPORTORIAL REQUIREMENTS**

To: Regional Legal Officers
Schools Division Superintendents
Division Legal Officers

1. In reference to Memorandum No. OULLA-2026-1709 dated 4 June 2026 and the subsequent Advisory dated 29 June 2026 issued by the Office of the Undersecretary for Legal and Legislative Affairs, through its Sites Titling Office, this Office reiterates the guidelines regarding the Turnover of Accountable Property, processing of valid claims, and submission of reportorial requirements following the non-renewal of Contract of Service (COS) personnel assigned to Provincial Schools Division Offices SDOs.

- a. **Turnover of Government Property and Accountable Forms.** Complete turnover of all government-issued equipment, furniture, office supplies, records, documents and other accountable properties to the Division Lawyer concerned or the SDOs Asset Management Unit/Property Custodian. Within 15 calendar days from the completion of the Turnover by the concerned TAs, the Province SDOs shall submit to the Sites Titling Office (STO), Central Office, a Report on the Turnover of Government Property and Accountabilities indicating the compliance status of each TA, furnishing a copy to this Office.
- b. **Processing of Salaries, Reimbursements, and other Valid Claims.** Submit all necessary documentary requirements to the Budget unit and/or Accounting unit of the Office concerned on or before June 30, 2026 to facilitate the immediate processing of claims upon receipt of the corresponding Sub-ARO.
- c. **Submission of Financial and Utilization Reports.** Prepare and submit the updated Utilization Report as of June 2026, using the prescribed template attached to the Advisory. Relative to this, please be informed that the Provincial SDOs of Sultan Kudarat and Sarangani have already successfully complied with the submission of the required report on June 30, 2026 in accordance with the prescribed deadline.

2. Refer to enclosures for specific details and guidance.

3. For clarification and further information, contact the Sites Titling Office through sto.fieldoffices@deped.gov.ph.



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4. For information and compliance of all concerned.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Enclosure: As stated
Reference: ADVISORY DATED 29 JUNE 2026
AND MEMO-OULLA-2026-1709
Allotment: None
To be indicated in the Perpetual Index
under the following subject:

SCHOOL SITES

SHFL/ORD-LU/RM-GUIDELINES ON THE TURNOVER OF ACCOUNTABLE PROPERTY, PROCESSING OF VALID CLAIMS, AND
SUBMISSION OF REPORTORIAL REQUIREMENTS
010/AUGUST 03, 2026

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