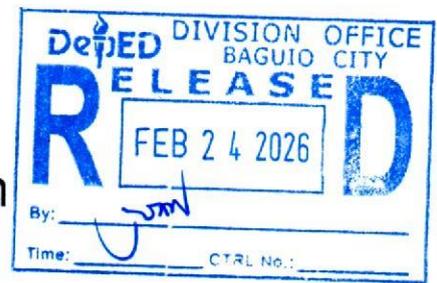




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 20, 2026

**DIVISION MEMORANDUM**

No. **155-2026**

**PROCESS FOR REQUESTING TRANSFER OF ACCOUNTABILITY FOR SDO  
MOOE/DEPED FUND PROCURED ITEMS FOR SDO AND SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools Division Superintendent  
Section Heads/Unit Heads  
Public School Heads  
School Administrative Officers  
All Others Concerned

1. This is to inform all personnel that the process for requesting transfers of accountability for both **SDO Maintenance and Other Operating Expenses (MOOE)/DepEd Fund Procured Items** and will be facilitated by the Supply and Property Management Unit (SPMU) personnel through the following links:

- a. <https://tinyurl.com/598kmbft> - Requests for transfer of accountability for **SDO MOOE / DepEd Fund** procured items to be facilitated by Vima G. Cadungog
- b. <https://tinyurl.com/326m6rpr> - Request for transfer of accountability for **City issued** items to be facilitated by Natalie T. Binayan

2. Additionally, the **requests for the transfer of accountability for SDO MOOE/DepEd Fund procured items** will be accepted starting **March 9, 2026**, following the **semi-expendable property inventory** scheduled from **March 2-6, 2026** at the SDO. This inventory will ensure a one-time reconciliation of records and facilitate the transfer of accountability.

3. For information guidance and strict compliance.

  
**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

OSDS/SPMU/vgc



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