DIVISION MEMORANDUM
No. 934, s. 2018

October 1, 2018

Orientation on Property and Supply Management System (including duties, responsibilities, and accountabilities) and Capacity Building

To: NORELIZA A. MISAL, CPA – Accountant III
    STEPHEN R. PASCUAL – Information Technology Officer I
    MARCELINO E. RANOLLO, JR. – Administrative Officer IV - Supply

1. In the exigency of the service, you are hereby directed to attend the Orientation on Property and Supply Management System (including duties, responsibilities, and accountabilities) and Capacity Building

2. This activity will be held on October 8-12, 2018 at Mambajao, Camiguin. Venue to be announced.

3. Transportation and expenses of the participants shall be charged to local funds.

4. Immediate dissemination of and compliance with this memorandum is desired.

WINNIE E. BATOON, Ed.D.
Office in Charge
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

[Signature]

Ends:
List Enclosures

References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
Property and Supply Management System
Training

3 October 2018
MEMORANDUM

TO : Schools Division Superintendents
      Assistant Schools Division Superintendents
      This Region

FROM : ATTY. ALBERICO T. ESCOBARTE, CESO III
        Director IV

SUBJECT : ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT
            (including duties, responsibilities, and accountabilities) AND
            CAPACITY BUILDING

DATE : September 28, 2018

Attached is the Unnumbered Memorandum dated September 14, 2018, re: Orientation on Property & Supply Management (including duties, responsibilities, and accountabilities) and Capacity Building. The Schedule of Cluster 4 - Regions IX, X, XI is on October 8-12, 2018 at Cagayan de Oro City (venue TBA).

The participants for the Capacity Building activity are the Regional and Division IT Officers, Division Supply Officers and Accountants. Travel expenses relative to the attendance of the said activity shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.

For confirmation of attendance and other concerns, kindly contact Ms. Margie A. Facunla at landline (02) 633-2363 or email facunlamargie@gmail.com, copy furnish to assetmanagement.deped11@gmail.com.

For immediate dissemination and compliance.

Incls.: As stated.
ROA23/AMS
MEMORANDUM
14 September 2018

For:  
Regional Directors  
Schools Division Superintendents  
Regional and Division IT Officers  
Division Supply Officers and Accountants

Subject:  
ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT  
(including duties, responsibilities, and accountabilities)  
AND CAPACITY BUILDING

The DepEd Technology Infrastructure Division of the Information and Communications Technology Service (TIP-ICTS) will be conducting Capacity Building activities for Regional and Division IT Officers, Division Supply Officers, and Accountants. Schedule and details below:

<table>
<thead>
<tr>
<th>DATE</th>
<th>CLUSTER</th>
<th>PARTICIPANTS</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-05 October 2018</td>
<td>Cluster 1</td>
<td>CAR, Regions I, II, III</td>
<td>La Union (Venue TBA)</td>
</tr>
<tr>
<td>12-16 November 2018</td>
<td>Cluster 2</td>
<td>NCR, Regions IV-A, IV-B, V</td>
<td>Palawan (Venue TBA)</td>
</tr>
<tr>
<td>15-19 October 2018</td>
<td>Cluster 3</td>
<td>Regions VI, VII, VIII</td>
<td>Dumaguete (Venue TBA)</td>
</tr>
<tr>
<td>08-12 October 2018</td>
<td>Cluster 4</td>
<td>Regions IX, X, XI</td>
<td>Cagayan de Oro (Venue TBA)</td>
</tr>
<tr>
<td>22-26 October 2018</td>
<td>Cluster 5</td>
<td>Regions XII, CARAGA, ARMM</td>
<td>Butuan City (Venue TBA)</td>
</tr>
</tbody>
</table>

Transportation expenses of participants shall be charged to local funds. Attached is the program of activities for your information and guidance.

For confirmation of attendance and other concerns, kindly contact Ms. Margie A. Faciana at hotline 633-2363 or email: facianaim@gmail.com.

Thank you.

ALAIN DE LA PASCUA  
Undersecretary

Office of the Undersecretary for Administration

NOTE: This memorandum is for informational and internal use only. For official purposes, the original memorandum should be used. Department of Education (Region X), Office of the Undersecretary for Administration, Baguio City.
<table>
<thead>
<tr>
<th>CLUSTER REGIONS</th>
<th>VENUE</th>
<th>DAY 1/TOPIC/RP</th>
<th>DAY 2/TOPIC/RP</th>
<th>DAY 3-5/TOPIC/RP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster 1 - CAR, Regions I, II and III on</td>
<td>La Union</td>
<td>October 1, 2018</td>
<td>October 2, 2018</td>
<td>October 3-5, 2018</td>
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<tr>
<td>Cluster 2 - NCR, Regions IV-A, IV-B and V on</td>
<td>Palawan</td>
<td>November 12, 2018</td>
<td>November 13, 2018</td>
<td>November 14-16, 2018</td>
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<td>Cluster 3 - Regions VI, VII and VIII</td>
<td>Dumaguete</td>
<td>October 15, 2018</td>
<td>October 16, 2018</td>
<td>October 17-19, 2018</td>
</tr>
<tr>
<td>Cluster 4 - Regions IX, X, XI on</td>
<td>Cagayan De Oro City</td>
<td>October 8, 2018</td>
<td>October 9, 2018</td>
<td>October 10-12, 2018</td>
</tr>
<tr>
<td>Cluster 5 - Regions XII, CARAGA and ARMM</td>
<td>Butuan City</td>
<td>October 22, 2018</td>
<td>October 23, 2018</td>
<td>October 24-26, 2018</td>
</tr>
</tbody>
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