DIVISION MEMORANDUM
No. 1181, s. 2018

December 3, 2018

CAPACITY BUILDING SEMINAR – WORKSHOP FOR REGIONAL AND DIVISION SUPPLY OFFICERS

To: MR. MARCELINO E. RANOLLO, JR.
Administrative Officer – IV (Supply)

1. In the exigency of the service, you are hereby directed to attend the Capacity Building Seminar – Workshop for Regional and Division Supply Officers.

2. This activity will be held on December 5 -7, 2018 at COA, Region XI, Davao City.

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

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

WINNIE E. BAT OON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent

Encls: as stated
References: 1st Indorsement dated July 9, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: DEPLOYMENT STATUS OF TEACHER POSITION IN GOMA NATIONAL HIGH SCHOOL
admin5: Deployment status of Teacher I Position in Goma National High School.
3 December 2018

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MEMORANDUM
31 October 2018

For: Regional Directors
Schools Division Superintendents

Subject: CAPACITY BUILDING SEMINAR WORKSHOP FOR REGIONAL AND DIVISION SUPPLY OFFICERS

Please be informed that the training for Cluster 3 (Visayas) and 4 (Mindanao) Supply Officers is scheduled on 05-07 December 2018 at the COA Region XI in Davao City.

The seminar is intended for Administrative officers with assigned to Property and Supply (Asset Management) in the regional and schools division offices. The seminar shall discuss Appraisal and Disposal of Government Properties (ADGP) and Implementing the Government Accounting Manual (GAM) aimed at providing a venue for the discussion of issues and concerns in the implementation of the functions and to update their skills and knowledge in asset management.

It is advised that ONLY the appointed Administrative Officer V (Regional Supply Officer) and Administrative Officer IV (Division Supply Officer) or designated Supply Officers of the Offices/Units concerned should be required to attend the full 3-day seminar. Substitutes/representatives are NOT allowed.

Training fees, board and lodging, supplies and materials, shall be charged to OPDNSP 2018 funds, subject to the usual accounting and auditing rules and regulations while travel expenses of the participants from the regional and schools division offices shall be charged against their respective local funds.

Since the payment of Training Fees to COA-PIDS is on a per head basis, confirmation of attendance is required. The Secretariat will only accept the first one hundred (100) confirmed participants. Participants for Clusters 3 and 4 are requested to confirm their attendance on or before 15 November 2018 thru Allan Martin Flores of Asset Management Division, Administrative Service, at tel. no. (02)635-0551; or text your name, position, division, region, & cluster number to Office of the Undersecretary for Administration

Office of the Undersecretary for Administration

ADMINISTRATIVE SERVICES, INFORMATION AND COMMUNICATIONS TECHNOLOGY, DISASTER RISK REDUCTION AND MANAGEMENT, YOUTH FORMATION, BAGUA TEACHERS CAMP, EDUCATION FACILITIES/SCHOOL BUILDINGS

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Participants are requested to bring flashlights, rubber shoes, comfortable dress and insect repellent, which will be used during the actual training.

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary