



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 650, s. 2018

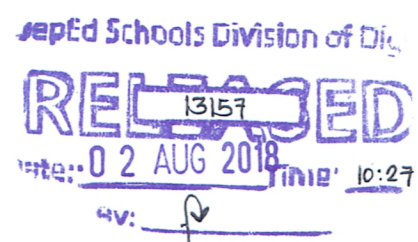
August 2, 2018

Workshop on the Preparation of National Asset Registry and Property Inventory Form

To: NORELIZA A. MISAL, CPA
HELEN N. FRANCONAS
MARCELINO E. RANOLLO

1. In the exigency of the service, you are hereby directed to attend the Workshop on the Preparation of National Asset Registry and Property Inventory Form. This is in connection to the unnumbered Central Office (CO) Memorandum dated July 27, 2018.
2. This activity will be held on August 9, 2018 8:00 AM in the Marble Hall of Bureau of Treasuries Ayuntamiento Building Cabildo St., corner A. Soriano Ave. Intramuros, Manila.
3. Participants are requested to bring copies of Proof/s of ownership by DepEd of the school sites and /or school buildings, record/s of the Accounting Units showing the booking-up of the school sites and/or school buildings, Inventory Reports on Property, Plant and Equipment (as of June 30, 2018) for the facilitative and productive conduct of the workshop.
4. Attached is the machine copy of the unnumbered CO memorandum.
5. Immediate dissemination of and compliance with this memorandum is desired.


WINNIE E. BATON, EdD, CESE
Officer in Charge
Office of the Schools Division Superintendent



Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

jake lloyd vencio: memorandum title
1 August 2018



Office of the Director
Administrative Service

MEMORANDUM

July 27, 2018

For: **The Regional Directors
The Schools Division Superintendents
Regions IX, X, XI, XII CARAGA and ARMM**

Subject: **Workshop on the Preparation of National Asset Registry
and Property Inventory Form**

As a follow-through of the Orientation Meeting on the above subject for the Regions IX, X, XI, XII CARAGA and ARMM, as authorized under Memorandum dated June 25, 2018 duly issued by the Undersecretary for Administration, a **WORKSHOP shall be conducted on August 9, 2018, 8:00 AM in the Marble Hall of Bureau of Treasury Ayuntamiento Building Cabildo St., corner A. Soriano Ave. Intramuros, Manila.** The said activity shall be for the purpose of acquainting and preparing the participants in the timely and accurate compliance to the requirements of Administrative Order No. 4 dated August 7, 2017 and Circular No. 2018-002 dated May 31, 2018 of the Office of the President and the Commission on Audit, respectively.

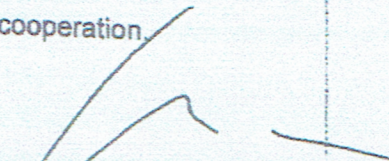
In this connection, we are requesting that the following personnel be required to attend in the Workshop:

- Regional and Division Chief Accountants,
- Regional and Division Supply Officers
- Regional and Division Engineers

For the facilitative and productive conduct of the Workshop, the following documents are requested to be brought to the venue by the participants:

1. Proof/s of ownership by DepEd of the school sites and/or school buildings
2. Record/s of the Accounting Units showing the booking-up of the school sites and/or school buildings
3. Inventory Reports on Property, Plant and Equipment (as of June 30, 2018)

Thank you for the usual support and cooperation.


ROBERT M. AGUSTIN