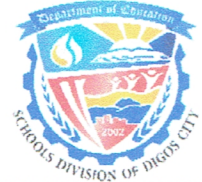




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1187, 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. BATON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City,
RECORDS SECTION

RELEASED
18-23746

DATE: 03 DEC 2018 TIME: 1:55
BY: [Signature]

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



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

04A MEMO 03-1018-0018
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

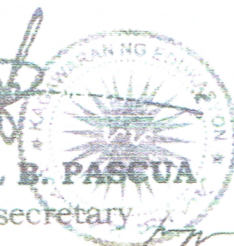
Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Youth Formation, Baguio Teachers' Camp, Education Facilities/ School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



cellphone number 09396323921; or email at maritess.ablay@deped.gov.ph and billy.vega@deped.gov.ph.

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