



97080

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 033 s. 2022

To: *Heidi B. Escalona – Supply Officer - Designate*
Stephen R. Pascual – ITO I

Subject: **ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

Date: January 30, 2022

This is in reference to Regional Memorandum ORD-2022-025 dated July 28, 2022, and Memorandum dated January 6, 2023, from Engr. Maria Clarisse T. Ligunas, Officer-In-Charge, Technology Infrastructure Division – Information and Communications Technology Service (TID-ICTS), regarding Change of Schedule of the Orientation on Property and Supply Management System.

The TID-ICTS would like to inform that the Original Schedule of the aforementioned activity will be rescheduled on February 20-23, 2023 due to unavoidable circumstances.

The following are the details of the said activity:

VENUE: Davao City
CHECK-IN: February 20, 2023 – first meal will be dinner
CHECK-OUT: February 23, 2023 – last meal will be breakfast

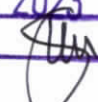
Transportation Expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Office.

Attached is the program of activities.

Immediate dissemination of this memorandum is desired.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27- 97080
DATE: JAN 31 2023 TIME: 8:57 am
BY: 



Republic of the Philippines
Department of Education
DAVAO REGION

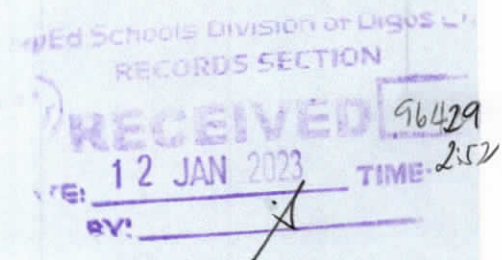
Office of the Regional Director

REGIONAL MEMORANDUM
ORD-2023-015

To : Schools Division Superintendents
Administrative Services Division
Finance Division

Subject : CHANGE OF SCHEDULE OF THE ORIENTATION
ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM

Date : January 13, 2023



This is in reference to the Regional Memorandum ORD-2022-025 dated July 28, 2022, and Memorandum dated January 6 2023, from Engr. Maria Clarisse T. Ligunas, Officer-in-Charge, Technology Infrastructure Division – Information and Communications Technology Service (TID-ICTS), regarding Change of Schedule of the Orientation on Property and Supply Management System.

The TID-ICTS would like to inform that the original schedule of the aforementioned activity will be rescheduled on February 20-23, 2023 due to unavoidable circumstances.

The following are the details of the said activity:

VENUE: Davao City
CHECK-IN: February 20, 2023 – first meal will be dinner
CHECK-OUT: February 23, 2023 – last meal will be breakfast

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Office.

Attached is the program of activities.

Immediate dissemination of this memorandum is desired.

Enclosure: As stated.
ORD/ICT3/jcw

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

PROGRAM OF ACTIVITIES

TIME	Feb. 20 (Day 0)	Feb. 21 (Day 1)	Feb. 22 (Day 2)	Feb. 23 (Day 3)
6:30AM		Breakfast	Breakfast	Breakfast
7:30AM		Registration of Participants	Registration of Participants	Check-out
8:00AM		Welcome Remarks Doxology RD/ARD Opening Remarks / Rationale ICTS Director	Inspection and acceptance protocols for the procurement of goods in the Department of Education	
10:00AM		Presentation of DCP Packages Technology Infrastructure Division	Asset Management Division	
10:15AM		Internal Audit Concerns Internal Audit Service		
12:00PM		LUNCH		
1:00PM		Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes Accounting Division	Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers AS Director	
5:00PM	Check-in			
6:30PM	Dinner	Dinner	Dinner	



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Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

MEMORANDUM
06 January 2023

FOR : **ALLAN G. FARNAZO**
Regional Director
Region XI
Jacinto Ext., Cor. F. Torres St.
Bajada, Davao City

FROM : *Maria Clarisse T. Ligunas*
MARIA CLARISSE T. LIGUNAS
Officer-in-Charge
Information and Communications Technology Service

SUBJECT : **CHANGE OF SCHEDULE RE: OUA MEMORANDUM 00-0322-0205**

The Technology Infrastructure Division of Information and Communications Technology Service, would like to inform you that the original schedule of the activity Orientation on Property and Supply Management System would be reschedule on **February 20-23, 2023** due to unavoidable circumstances.

Following details on the said activity:

VENUE	:	Davao City
CHECK-IN	:	February 20, 2023– first meal will be DINNER
CHECK-OUT	:	February 23, 2023– last meal will be BREAKFAST

All expenses (board, lodging, transportation/airfare and other allowable expenses) shall be charged against TID-ICTS fund.

For clarification regarding this matter, your office may contact Engr. Ofelia L. Algo through telephone number (8) 6332363, (8) 6334013 or email address ofelia.algo@deped.gov.ph or kita.tid@deped.gov.ph.

Thank you.



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

ORD-2022-025

To : Schools Division Superintendents
Administrative Services Division
Finance Division

Subject : ORIENTATION ON PROPERTY AND SUPPLY
MANAGEMENT SYSTEM

Date : July 28, 2022

Herewith is the Memorandum dated March 29, 2022, from Usec. Alain Del B. Pascua, Undersecretary for Administration (OUA), on the **Orientation on Property and Supply Management System**.

The Office of the Undersecretary for Administration (OUA) informs all concerned on the upcoming two-day Orientation on Property & Supply Management System to address the following concerns in the implementation of the DepEd Computerization Program (DCP):

1. Inspection and acceptance protocols for the procurement of goods in the Department of Education
2. Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
3. Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes

Participants for this activity are the Regional and 11 Division ITOs, Regional and 11 Division Supply Officers, Regional and 11 Division Accountants and 11 District Supervisors, and 2 ICTU Personnel.

Attached is the program of activities and schedule of the orientation.

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Office.

Immediate dissemination and proper action of this memorandum is desired.

DEPARTMENT OF EDUCATION - RO
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ALLAN G. FARNAZO
Director IV

Enclosure: As stated.
ORD/ICT3/jcu

By: *[Signature]*

Date: *[Signature]*

Address: F. Torres St., Davao City (8000)

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

PROGRAM OF ACTIVITIES

TIME	Sept. 21 (Day 0)	Sept. 22 (Day 1)	Sept. 23 (Day 2)	Sept. 24 (Day 3)
6:30AM		Breakfast	Breakfast	Breakfast
7:30AM		Registration of Participants	Registration of Participants	
8:00AM		Welcome Remarks Doxology RD/ARD Opening Remarks / Rationale ICTS Director	Inspection and acceptance protocols for the procurement of goods in the Department of Education Asset Management Division	Check-out
10:00AM		Presentation of DCP Packages Technology Infrastructure Division		
10:15AM		Internal Audit Concerns Internal Audit Service		
12:00PM		LUNCH		
1:00PM				
5:00PM	Check-in	Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes Accounting Division	Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers AS Director	
6:30PM	Dinner	Dinner	Dinner	



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0322-0205

MEMORANDUM

29 March 2022

For: **Regional Directors
School Division Superintendents
Regional and Division Supply Officers
Regional and Division IT Officers
Regional and Division Accountants
All Others Concerned**

Subject: **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

The Office of the Undersecretary for Administration (OUA) informs all concerned on the upcoming two-day **Orientation on Property & Supply Management System** to address the following concerns in the implementation of the DepEd Computerization Program (DCP):

1. Inspection and acceptance protocols for the procurement of goods in the Department of Education
2. Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
3. Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes

Participants for this activity are the Regional and Division ITOs, Regional and Division Supply Officers and Regional and Division Accountants.

Attached is the schedule of the orientation per region.

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Offices.

Participants are requested to observe health and safety protocols during the activity.



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Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

For further inquiries and clarification on this matter, please contact Engr. Ofelia L. Algo, Information Technology Officer III, Chief - Technology Infrastructure Division, at phone numbers +632.8 6332363/+639088782413 or email at ofelia.algo@deped.gov.ph.

Thank you.


ALAIN DEL B. PASCUA

Undersecretary



QUADRO-0322-61265
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**SCHEDULE AND DETAILS
ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

CLUSTER	PARTICIPANTS	VENUE	DATE (Exclusive of Travel Time)
CAR	Regional and Division ITOs	TBA	June 23-24, 2022
REGION I			June 20-21, 2022
REGION II	Regional and Division Supply Officers	Regional Offices to facilitate the procurement of lease of venue catering services and accommodation	July 04-05, 2022
REGION III			July 07-08, 2022
NCR			July 18-19, 2022
REGION IV-A (CALABARZON)			July 21-22, 2022
REGION IV-B (MIMAROPA)			August 8-9, 2022
REGION V	Regional and Division Accountants		August 11-12, 2022
REGION VI			August 22-23, 2022
REGION VII			August 25-26, 2022
REGION VIII			September 5-6, 2022
REGION IX			September 8-9, 2022
REGION X			September 19-20, 2022
REGION XI			September 22-23, 2022
REGION XII			October 3-4, 2022
CARAGA			October 6-7, 2022



PROGRAM OF ACTIVITIES

TIME	DAY 0	DAY 1	DAY 2	DAY 3
6:30AM		Breakfast	Breakfast	Breakfast
7:30AM		Registration of Participants	Registration of Participants	Home Sweet Home
8:00AM		Welcome Remarks Doxology RD/ARD Opening Remarks / Rationale ICTS Director	Inspection and acceptance protocols for the procurement of goods in the Department of Education	
10:00AM		Presentation of DCP Packages Technology Infrastructure Division	Asset Management Division	
10:15AM		Internal Audit Concerns Internal Audit Service		
12:00AM		LUNCH		
1:00PM		Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes	Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers	
5:00PM		Accounting Division	AS Director	
6:30PM		Dinner	Dinner	





Republic of the Philippines
Department of Education
DAVAO REGION

SX09
SCHOOLS DIVISION OF Digos
RECORDS SECTION
RECEIVED 90888
14 SEP 2022
TIME: 11:07 AM
BY:

Office of the Regional Director

REGIONAL MEMORANDUM
ORD-2022-035

To : Schools Division Superintendents / OIC - SDS

Subject : POSTPONEMENT OF THE ORIENTATION ON
PROPERTY AND SUPPLY MANAGEMENT SYSTEM

Date : September 12, 2022

This is in reference to the Regional Memorandum ORD-2022-025 dated July 28, 2022, regarding the Orientation on Property and Supply Management System on September 21-24, 2022. Due to conflict in schedules, the said activity will be moved on a later date. The new schedule and exact venue shall be communicated in a separate memorandum.

Immediate dissemination of this memorandum is desired.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
ORD/ICT2/pch

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
By:
Date: 9.13.22 Time: 5:56 PM



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ORD-2022-025

To : Schools Division Superintendents
Administrative Services Division
Finance Division

Subject : **ORIENTATION ON PROPERTY AND SUPPLY
MANAGEMENT SYSTEM**

Date : July 28, 2022

Herewith is the Memorandum dated March 29, 2022, from Usec. Alain Del B. Pascua, Undersecretary for Administration (OUA), on the **Orientation on Property and Supply Management System**.

The Office of the Undersecretary for Administration (OUA) informs all concerned on the upcoming two-day Orientation on Property & Supply Management System to address the following concerns in the implementation of the DepEd Computerization Program (DCP):

1. Inspection and acceptance protocols for the procurement of goods in the Department of Education
2. Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
3. Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes

Participants for this activity are the Regional and 11 Division ITOs, Regional and 11 Division Supply Officers, Regional and 11 Division Accountants and 11 District Supervisors, and 2 ICTU Personnel.

Attached is the program of activities and schedule of the orientation.

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Office.

Immediate dissemination and proper action of this memorandum is desired.

DEPARTMENT OF EDUCATION - DAVAO REGION
RECORDS SECTION
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ALLAN G. FARNAZO
Director IV

Enclosure: As stated.
ORD/ICT3/jcu

By: *[Signature]*

Date: *[Signature]*

Time: *[Signature]*

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Telephone Nos.: (082) 291-1665; (082) 221-6147



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

PROGRAM OF ACTIVITIES

TIME	Sept. 21 (Day 0)	Sept. 22 (Day 1)	Sept. 23 (Day 2)	Sept. 24 (Day 3)
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7:30AM		Registration of Participants	Registration of Participants	
8:00AM		Welcome Remarks Doxology RD/ARD Opening Remarks / Rationale ICTS Director	Inspection and acceptance protocols for the procurement of goods in the Department of Education	Check-out
10:00AM		Presentation of DCP Packages Technology Infrastructure Division	Asset Management Division	
10:15AM		Internal Audit Concerns Internal Audit Service		
12:00PM		LUNCH		
1:00PM		Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes Accounting Division	Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers AS Director	
5:00PM	Check-in			
6:30PM	Dinner	Dinner	Dinner	



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OUA MEMO 00-0322-0205

MEMORANDUM

29 March 2022

For: **Regional Directors
School Division Superintendents
Regional and Division Supply Officers
Regional and Division IT Officers
Regional and Division Accountants
All Others Concerned**

Subject: **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

The Office of the Undersecretary for Administration (OUA) informs all concerned on the upcoming two-day **Orientation on Property & Supply Management System** to address the following concerns in the implementation of the DepEd Computerization Program (DCP):

1. Inspection and acceptance protocols for the procurement of goods in the Department of Education
2. Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
3. Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes

Participants for this activity are the Regional and Division ITOs, Regional and Division Supply Officers and Regional and Division Accountants.

Attached is the schedule of the orientation per region.

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Offices.

Participants are requested to observe health and safety protocols during the activity.



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DepEd Computerization
Program



Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City

Rm 519, Mabini Bldg. Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207

Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo

For further inquiries and clarification on this matter, please contact Engr. Ofelia L. Algo, Information Technology Officer III, Chief - Technology Infrastructure Division, at phone numbers +632.8 6332363/+639088782413 or email at ofelia.algo@dcped.gov.ph.

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



DEPARTMENT OF EDUCATION
DIVISION OFFICE - MARIKINA CITY
TECHNOLOGY INFRASTRUCTURE DIVISION



**SCHEDULE AND DETAILS
ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

CLUSTER	PARTICIPANTS	VENUE	DATE (Exclusive of Travel Time)
CAR	Regional and Division ITOs	TBA	June 23-24, 2022
REGION I			June 20-21, 2022
REGION II	Regional and Division Supply Officers	Regional Offices to facilitate the procurement of lease of venue catering services and accommodation	July 04-05, 2022
REGION III			July 07-08, 2022
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REGION VIII			September 5-6, 2022
REGION IX			September 8-9, 2022
REGION X			September 19-20, 2022
REGION XI			September 22-23, 2022
REGION XII			October 3-4, 2022
CARAGA			October 6-7, 2022



PROGRAM OF ACTIVITIES

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6:30AM		Breakfast	Breakfast	Breakfast
7:30AM		Registration of Participants	Registration of Participants	
8:00AM		Welcome Remarks Doxology RD/ARD Opening Remarks / Rationale ICTS Director	Inspection and acceptance protocols for the procurement of goods in the Department of Education Asset Management Division	Home Sweet Home
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10:15AM		Internal Audit Concerns Internal Audit Service		
12:00AM		LUNCH		
1:00PM		Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes Accounting Division	Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers AS Director	
5:00PM	Check-in			
6:30PM	Dinner	Dinner	Dinner	

