



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

Regional Office No. 02 (Cagayan Valley)

Regional Government Center, Carig Sur, Tuguegarao City, 3500



112219053

November 18, 2019

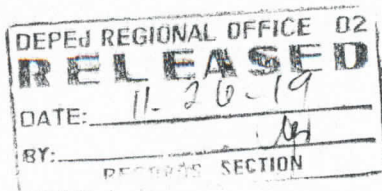
REGIONAL MEMORANDUM

No. 69, s. 2019

CAPACITY BUILDING SEMINAR-WORKSHOP FOR NON-TEACHING SUPPLY OFFICERS AND PROPERTY CUSTODIANS IN REGION 02 (Batch 1)

To: Schools Division Superintendents
Secondary School Principals of Implementing Units
All Other Concerned

1. The Department of Education Regional Office through the Asset Management Section, Administrative Services Division, will conduct the Capacity Building Seminar-Workshop for Non-Teaching Supply Officers and Property Custodians in Region 02 (Batch 1) on December 4-6, 2019 at Tuguegarao City. The exact venue will be announced in due time pending procurement.
2. The objectives of this seminar-workshop are the following, to wit:
 1. To learn and internalize the basic property and supply management;
 2. To understand various related laws and policies on asset management;
 3. To identify various DepED guidelines related to their functions; and
 4. Share experiences, including issues and concerns and best practices in the performance of their functions.
3. The participants are advised to bring their laptops with extension cord for the workshop.
4. Meals, snacks, hotel accommodation and venue, supplies and materials, travel expenses (airfare and per diem) of Batanes participants, per diem of the other participants and incidental expense shall be chargeable against AMD-OPDNSP (SAROs OSEC-2-19-5863 & OSEC-2-19-02321) subject to the usual accounting and auditing rules and regulations. Travel expenses will be downloaded to the Division Offices.
5. Attached are the List of Participants and Seminar Team.



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6. Wide dissemination of this memorandum is hereby enjoined.

ESTELA L. CARIÑO, Ed.D., CESO IV
Director IV/Regional Director

Encl: As stated

Reference:

To be indicated in the Perpetual Index
Under the following subjects:

PROPERTY CUSTODIAN SEMINAR WORKSHOP
GUIDELINES ASSET MANAGEMENT

ADM:JMM/vps

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