



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



DIVISION MEMORANDUM
No. 947, s. 2018

October 4, 2018

Orientation on Property & Supply Management (*including duties, responsibilities and accountabilities*) and Capacity Building

To: JAKE LLOYD S. VENCIO – Administrative Assistant III

1. In the exigency of the service, you are hereby directed to attend the **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT (*including duties, responsibilities and accountabilities*) and CAPACITY BUILDING** in lieu of the Administrative Officer VI – Supply Officer due to conflict of seminar schedule.
2. This activity will be held on October 8-12, 2018 in the province of Camiguin.
3. Travel expenses relative to the attendance of the said activity shall be chargeable against local funds, subject to usual accounting and auditing rules and regulations.
4. Attached is the machine copy of the unnumbered CO memorandum.
5. Immediate dissemination of and compliance with this memorandum is desired.

WINNIE E. BATOON, EdD.

Officer in Charge
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

Jolie B. Oliverillo 10/4/18
JOLIE B. OLIVERILLO
Chief, E.S.-SGOF
OC

DepEd Schools Division Office
RELEASED
18871
OCT 4 2018 TIME 2:23
sv: *f*

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

jake lloyd vencio: memorandum title
4 October 2018



Republika ng Pilipinas

Kagawaran ng Edukasyon

Information and Communications Technology Service

MEMORANDUM

29 September 2018


FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION IT OFFICERS
DIVISION SUPPLY OFFICERS AND ACCOUNTANTS

SUBJECT : CHANGE OF VENUE FOR THE CAPACITY BUILDING FOR IT
OFFICERS IN REGIONAL AND DIVISION OFFICES (5
CLUSTERS)

Please be advised that the venue for Capacity Building for IT Officers in Regional and Division Offices (Cluster 4: Regions IX, X, XI) will be in Camiguin instead of Cagayan De Oro dated October 8-12, 2018.

For queries, please coordinate with Engr. OFELIA L. ALGO through CP# 0908-878-2413 or Tel. No. (02) 633-23-63 and email address: ofelia.algo@deped.gov.ph

Thank you very much.


ABRAM Y. C. ABANIL
Director IV, ICT Service

Office of the Director
Department of Education, Central Office, Meralco Avenue, Pasig City
3rd Floor Bonifacio Building



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

Pasig City, Philippines

Office of the Director

Approved!
10/2

FOR : **ALAIN DEL B. PASCUA**
 Undersecretary for Administration

FROM : **ABRAM Y.C. ABANIL**
 Director IV
 Information and Communication Technology Service

DATE : 1 October 2018

AGENDA : **GENERAL PROGRAM OF ACTIVITY FOR CAPACITY BUILDING
 OF IT OFFICERS WITH ONE (1) DAY PARTICIPATION OF
 SUPPLY OFFICERS AND ACCOUNTANTS.**

The Technology Infrastructure Division of the Information and Communications Technology Service will conduct capacity building for IT Officers of Regional and Division Offices with a one (1) day participation of Supply Officers and Accountants for the "Orientation on Property and Supply Management System, Including Roles, Duties, and Responsibilities". Facilitators from the DepEd Central Office will include the Technology Infrastructure Division (ICTS-TID) and representatives from Asset Management and Accounting Division's.

ICTS-TID, including the target participants; the IT Officers, will need seven (7) days at the venue, from ingress of day zero to egress on day six (6).

Central Office representatives of Asset Management Division (AMD) and Accounting Division (AD), including the Regional and Division Supply Officers and Accountants will need three (3) days; from ingress on day zero, the one (1) day orientation and then egress on day three (3).

This memorandum is prepared for the guidance of the participants.

For your review and approval.

3/F, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City
 Telephone No. : (02)631-9636

RECEIVED
 DEPARTMENT OF EDUCATION
 OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
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REHIYON XI
Lungsod ng Davao




Address: F. Torres Street, Davao City

Telefax Nos.: (082) 291-1665; 221-6147; 224-0468; 225-0816

MEMORANDUM

TO : Schools Division Superintendents
Assistant Schools Division Superintendents
This Region

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

SUBJECT : **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT**
(including duties, responsibilities, and accountabilities) AND
CAPACITY BUILDING

DATE : September 28, 2018

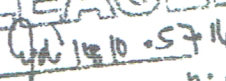
Attached is the Unnumbered Memorandum dated September 14, 2018, re: *Orientation on Property & Supply Management (including duties, responsibilities, and accountabilities) and Capacity Building*. The Schedule of *Cluster 4 - Regions IX, X, XI* is on October 8-12, 2018 at Cagayan de Oro City (venue TBA).

The participants for the Capacity Building activity are the Regional and Division IT Officers, Division Supply Officers and Accountants. Travel expenses relative to the attendance of the said activity shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.

For confirmation of attendance and other concerns, kindly contact Ms. Margie A. Facunla at landline (02) 633-2363 or email facunlamargie@gmail.com, copy furnish to assetmanagement.deped11@gmail.com.

For immediate dissemination and compliance.

Incls.: As stated.
ROA23/AMS

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED
By: 
Date: 10/11/18 Time: 4:52 AM



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim

DEPARTMENT OF EDUCATION ROXI
 RECORDS SECTION
RECEIVED
 Date: 9-24-18 Time: 8:35

MEMORANDUM
 14 September 2018

For: **Regional Directors
 Schools Division Superintendents
 Regional and Division IT Officers
 Division Supply Officers and Accountants**

Subject: **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM
 (including duties, responsibilities, and accountabilities)
 AND CAPACITY BUILDING**

Department of Education ROXI
 ADMINISTRATIVE SERVICES DIVISION
RECEIVED
 Date: 9-24-18 Time: 4:14
 Signature:

The DepEd Technology Infrastructure Division of the Information and Communications Technology Service (TID-ICTS) will be conducting Capacity Building activities for Regional and Division IT Officers, Division Supply Officers, and Accountants. Schedule and details below:

DATE	CLUSTER	PARTICIPANTS	VENUE
01-05 October 2018	Cluster 1	CAR, Regions I, II, III	La Union (Venue TBA)
12-16 November 2018	Cluster 2	NCR, Regions IV-A, IV-B, V	Palawan (Venue TBA)
15-19 October 2018	Cluster 3	Regions VI, VII, VIII	Dumaguete (Venue TBA)
08-12 October 2018	Cluster 4	Regions IX, X, XI	Cagayan de Oro (Venue TBA)
22-26 October 2018	Cluster 5	Regions XII, CARAGA, ARMM	Butuan City (Venue TBA)

Transportation expenses of participants shall be charged to local funds. Attached is the program of activities for your information and guidance.

For confirmation of attendance and other concerns, kindly contact Ms. Margie A. Pascua at landline 633-2363 or email facuniamargie@gmail.com.

Thank you.

ALAIN DEL B. PASCUA
 Undersecretary

Office of the Undersecretary for Administration

Office of the Undersecretary for Administration, Information and Communications Technology Division, Department of Education, Central Office, Merced Avenue, Pasig City
 Room 819, Mebati Building, Manila - 6309 (02) 207621; Landlines: 6326337203, 6326337207
 Email: officeadministration@deped.gov.ph; Facebook: [officeadministration](https://www.facebook.com/officeadministration)

SCHEDULE OF ACTIVITIES

ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM INCLUDING DUTIES AND RESPONSIBILITIES AND ACCOUNTABILITIES AND CAPACITY BUILDING

CLUSTER REGIONS	VENUE	DAY 1/TOPIC/RP	DAY 2/TOPIC/RP	DAY 3-5/TOPIC/RP
		<ul style="list-style-type: none"> • Orientation on Property and Supply Management System including Duties, Responsibilities and Accountabilities <p>RESOURCE SPEAKER: Ms. Maritess L. Ablay Chief, Asset Management Division AMD</p> <p>Ms. Ma. L. Rhunna Catalan Chief, Accountant</p>	<ul style="list-style-type: none"> •Cybersecurity - Data Security Awareness •Setting up Cert and Incident Handling <p>RESOURCE SPEAKER: Department of Information and Communications Technology (DICT) Assistant Secretary Allan S. Cabanlong</p>	<ul style="list-style-type: none"> •Procurement of ICT in the Government Service (RA 9184) •IT Disaster Recovery Plan (DRP) •Network Infostructure Design-ICT Procurement Capacity Building Seminar Workshop <p>RESOURCE SPEAKERS: University of Science and Technology Southern Philippines (USTIP) Engr. Alex Maureal, PECE Manager, Center for Tech. Solutions and Automation Atty. Dionel Aibina Director, Innovation and Technology Solutions Engr. Dinish Ongcol, PECE, ACPE, ASEAN Engineer</p>
Cluster 1 - CAR, Regions I, II and III on	La Union	October 1, 2018	October 2, 2018	October 3-5, 2018
Cluster 2 - NCR, Regions IV-A, IV-B and V on	Palawan	November 12, 2018	November 13, 2018	November 14-16, 2018
Cluster 3 - Regions VI, VII and VIII	Dumaguete	October 15, 2018	October 16, 2018	October 17-19, 2018
Cluster 4 - Regions IX, X, XI on	Cagayan De Oro City	October 8, 2018	October 9, 2018	October 10-12, 2018
Cluster 5 - Regions XII, CARAGA and ARMM	Butuan City	October 22, 2018	October 23, 2018	October 24-26, 2018