



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



December 12, 2019

DIVISION MEMORANDUM
 No. 1149, s. 2019

**TRAINING OF TRAINERS FOR THE CAPACITY BUILDING SEMINAR FOR
 NON- TEACHING SUPPLY OFFICERS AND SELECTED SCHOOL
 PROPERTY CUSTODIANS**

To : Public Schools District Supervisors
 School Heads Concerned

1. Pursuant to an Unnumbered Regional Memorandum dated December 3, 2019, entitled “ Training of Trainers for the Capacity Building Seminar for Non –Teaching Supply Officers and Selected School Property Custodians”, this office directed the concerned personnel to participate the said activity on December 16 -18, 2019 at the Ritz Hotel, Bo. Obrero, Davao City.
2. The Digos City Division participants to this activity are the following :

Name	School / Office	District	Position /Designation
1. Marcelino E. Ranollo, Jr.	Supply Unit	SDO	Division Supply Officer
2. Renante A. Pantonial	Supply Unit	SDO	Administrative Assistant - III
3. Joven Anthony P. Salanga	Supply Unit	DICNHS	Supply Officer -I
4. Al Fernandez	Don Mariano Marcos Elem. School	Digos Oriental	School / Dist. Property Custodian
5. Rio Calamohoy	Kapatagan National High School	Mt. Apo	School Property Custodian

3. Travelling and other expenses to be incurred shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance with this memorandum is desired.

FOR AND IN THE ABSENCE OF:

CRISTY C. EPE, CESE
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION
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 12 DEC 2019 TIME: 4:16
 BY:

BEVERLY S. BAUGDAUG, Ed.D.
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.deped.gov.ph

MEMORANDUM

To : Schools Division Superintendents
Chief Administrative Officer, RO XI
All others concerned

Subject: TRAINING OF TRAINERS FOR THE CAPACITY
BUILDING SEMINAR FOR NON-TEACHING
SUPPLY OFFICERS AND SELECTED SCHOOL
PROPERTY CUSTODIAN

Date : December 3, 2019

The DepEd Supply Officer and Property Custodians plays an important role in ensuring that all acquired assets of the Department are managed and accounted efficiently and effectively. The gravity of the responsibilities and accountabilities attached to their functions must be equated with appropriate knowledge and skills on property and supply management, to guarantee deeper understanding on the existing policies, laws and procedures that will guide their actions and decisions in accordance with standard process and guidelines.

In this regard, the DepEd Regional Office XI, through the Administrative Services Division – Asset Management Section, will conduct Capacity Building Seminar for Division Supply Officers and School Property Custodians on December 16-18, 2019 at The Ritz Hotel at Garden Oases, Porras St., Barangay Obrero, Davao City.

This capacity building seminar will enable the participants to:

- a. learn and internalize the basic property and supply management;
- b. understand various related laws and policies on asset management;
- c. identify various DepEd guidelines related to their functions;
- d. share experiences, including issues and concerns, and best practices in the performance of their functions;
- e. gain knowledge on facilitation and presentation skills; and
- f. be able to prepare developmental intervention plan for their respective offices.

Region and Division Supply Officers/Administrative Officers will be the Resource Persons, Facilitators, Presenters, and Program Managers for the capacity building seminar of selected designated school property custodians. **Proxy and substitute are not allowed.**

Empowerment Adaptability Goal-oriented Leadership Excellence

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Below is the distribution of participants per division, to wit:

Office/Division	School Property Custodian	Supply Officer and Staff
Regional Office Proper- AMS/staff		9
Tagum City	5	2
Island Garden City of Samal	4	2
Panabo City	5	2
Compostela Valley	5	2
Digos City	3	2
Davao del Sur	5	2
Davao Occidental	5	2
Mati City	4	2
Davao Oriental	5	2
Davao City	7	2
Davao del Norte	5	2
TOTAL	53	31

Certificate of Participation shall only be given to participants who have completed the training. Division Supply Officer is hereby advised to select designated school property custodians from their division to attend the said activity following the distribution of participants.


Expenses to be incurred for board and lodging, supplies and materials will be chargeable to **OPDNSP OSEC-11-19-5872/OSEC-11-19-2331**. Travel and other allowable expenses for division office supply officers, staff and designated school property custodian participant will be chargeable to their respective local funds all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
 RECORDS SECTION
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DATE: 12-10-19 11:10
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EVELYN R. FETALVERO, CESO V
 Assistant Regional Director
 Officer-In-Charge
 Office of the Regional Director

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