



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. 074 s. 2023

To: Noreliza A. Misal - Accountant III  
Niel Bongcayao – Public School District Supervisor

Subject: *ADDENDUM TO THE ORIENTATION ON PROPERTY AND SUPPLY  
MANAGEMENT SYSTEM*

Date: February 2, 2023

This is in reference to the Regional Memorandum ORD-2022-025 dated July 28, 2022, entitled "ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM". This office informs the attendance of the Division Accountant and one (1) Public School District Supervisor.

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.

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-96429  
DATE: FEB 03 2023 TIME: 7:41 PM

BY:

**CRISTY C. EPE**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
 ORD-2023-015

RECEIVED  
 12 JAN 2023  
 TIME 2:52  
 96429

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.

for:   
**ALLAN G. FARNAZO**  
 Director IV

Enclosure: As stated  
 ORD/ICTS/jcu

RECEIVED



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 293-1665; (082) 221-6147

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**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  Asset Management Division		
10:00AM		Presentation of DCP Packages  Technology Infrastructure Division			
10:15AM		Internal Audit Concerns  Internal Audit Service			
12:00AM		LUNCH			
1:00PM			Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers  AS Director		
5:00PM		Check-in	Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes  Accounting Division		
6:30PM		Dinner	Dinner		Dinner





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 (DCPI):

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.

RECORDS SECTION  
**RELEASED**

**ALLAN G. FARRAZO**  
 Director IV

Approved: *[Signature]*  
 ORD/ACT/5/10

By: *[Signature]*

Date: *[Signature]* July 27, 2022



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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	<b>Check-out</b>
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	<b>Check-in</b>			
6:30PM	Dinner	Dinner	Dinner	



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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.



**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 Learning Support Services (BLSS), Budget Management Group (BMG), Central Security & Safety Office (CSSO)*

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Email: [uas@admns@deped.gov.ph](mailto:uas@admns@deped.gov.ph); Facebook/Twitter: @depedays

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

