

125808



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM

No. 051 s. 2024

To : Heidi B. Escalona - OIC-Supply Officer

Subject: **CONDUCT OF THE NATIONAL CONFERENCE OF DEPED SUPPLY OFFICERS**

Date : August 14, 2024


In reference to the attached Regional Memorandum AD-2024-156 re: **Conduct of the National Conference of DepEd Supply Officers**, you are hereby directed to attend the said activity on **September 25-28, 2024, at 8:00 AM at Baguio Teachers Camp, Baguio City**. Details are provided in the enclosures.

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance on or before August 23, 2024 through <https://forms.office.com/r/i5qFeB60Hw>.

Travel, accommodation, and other incidental expenses shall be charged against local funds, subject to the existing budgeting, accounting, and auditing rules and regulations.

For information and compliance.


MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent *ami*

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: AUG 16 2024 TIME: 2:11
BY: 



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170

110821552 8375



Republic of the Philippines
Department of Education
 DAVAO REGION

SCHOOLS DIVISION OFFICE
 RECORDS SECTION
RECEIVED 125666
 DATE: 13 AUG 2024 TIME: 1:12
 BY: *[Signature]*

Office of the Regional Director

REGIONAL MEMORANDUM
 AD-2024-156

To : Assistant Regional Director
 Schools Division Superintendents

Subject : CONDUCT OF THE NATIONAL CONFERENCE OF DEPED
 SUPPLY OFFICERS

Date : August 12, 2024

Herewith is the Unnumbered Memorandum dated August 2, 2024 from the Office of the Undersecretary for Human Resource and Organizational Development, and Administration relative to the conduct of the **National Conference of DepEd Supply Officers on September 25-28, 2024** inclusive of travel time, at Baguio Teachers Camp, Baguio City with the theme: "Building a Unified Approach: Excellence in Property and Supply Management".

Anent to this, the following personnel are hereby directed to attend:

	<i>Name of Supply Officer</i>	<i>Office</i>
1.	Charles G. Saguibo	RO XI
2.	Zaldy Boy C. Nemenzo	RO XI
3.	Francisco P. Pancho	SDO Davao City
4.	Marion A. Espenoza	SDO Davao de Oro
5.	Aldrin S. Gevila	SDO Davao del Norte
6.	Romeo M. Yting	SDO Davao del Sur
7.	Leni G. Macarandas	SDO Davao Occidental
8.	Elizabeth D. Lorin	SDO Davao Oriental
9.	Donna D. Miguelles	SDO IGACOS
✓ 10.	Heidi B. Escalona	SDO Digos City
11.	Mary Loraine G. Borda	SDO Mati City
12.	Maya Flaminda G. Juanich	SDO Panabo City
13.	Hilda J. Hildawa	SDO Tagum City

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance on or before August 23, 2024 through <https://forms.office.com/r/i5qFeB60Hw>.

Travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph

Doc. Ref. Code	RO-KMT-F001	Rev	00
Effectivity	07.01.24	Page	1 of 2





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

Information, details and guidelines on the conference is provided under the Unnumbered Memorandum dated August 10, 2024 issued by the Chief Administrative Officer of the Asset Management Division.

For more information, details, queries and other concerns, coordinate with Albert C. Alano, Chief of the Asset Management Division through (02) 8635-0551 or at albert.alano@deped.gov.ph, copy furnished as.amd@deped.gov.ph.

For immediate dissemination and strict compliance.

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.

ROA4/AMS/cgs

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED
 BY: *[Signature]*
 Date: *[Signature]* 13, 2024
 36178



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph

Doc. Ref. Code	RO-KMT-F001	Rev	00
Effectivity	07.01.24	Page	2 of 2





Republika ng Pilipinas
Department of Education
ADMINISTRATIVE SERVICE

Asset Management Division

MEMORANDUM

TO : Regional Supply Officers
Division Supply Officers
All Others Concerned

FROM : ALBERT C. ARANO
Chief Administrative Officer
Asset Management Division

SUBJECT : CONDUCT OF THE NATIONAL CONFERENCE OF DEPED
SUPPLY OFFICERS

DATE : August 10, 2024

The Administrative Service-Asset Management Division is pleased to announce the upcoming National Conference of DepEd Supply Officers, which will gather all Supply Officers composed of Administrative Officers handling Asset Management Sections/Property and Supply Units in Regional and School Division Offices. The conference will focus on presenting the latest updates and policies, discussing relevant issues and concerns, identifying process gaps for a unified quality control plan, and sharing the administration's targets and agenda for the MATATAG initiatives.

National Conference Details:

Date: September 25-28, 2024

Time: Opening at 8:00 AM

Venue: Baguio Teachers Camp, Baguio City

Registration Link: <https://forms.office.com/r/i5qFeB60Hw>

To all participants, please be guided by the following:

1. All participants are expected to arrive on September 25, 2024 as registration will start at 1:00pm of the same day.
2. Pre-registration is required to guarantee the count of participants arriving before the scheduled opening day. Once registered, participants will be counted on the official list.
3. In case of non-appearance of those who registered a justification will be required unless item number 4 is satisfied.
4. Replacements of participants will not be allowed. However, only designated Officers-in-Charge (OIC) with proper designation paper will be permitted to attend in place of registered participants.

6. Drivers, and other companions of participants are not covered by the expenses provided for the official participants. Any costs incurred by these individuals must be borne by them personally or by their respective offices.
7. Arrangements for drivers and companion of participants, which include tasks such as securing additional rooms or fulfilling any other requests they may have, must be handled independently by the official participants or their respective offices.

We look forward to your active participation and valuable contributions to the success of this conference. For more information, details, queries and other concerns, you may contact the Asset Management Division through telephone number (02) 8635-0551 or electronic mail address as.amd@deped.gov.ph

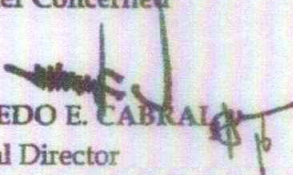
Thank you for your cooperation.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

TO : Regional Directors
Schools Division Office
All Other Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of Undersecretary
Human Resource and Organizational Development, and
Administration

SUBJECT : CONDUCT OF NATIONAL CONFERENCE OF DEPED SUPPLY OFFICERS

DATE : August 2, 2024

The Department of Education, through the Administrative Service - Asset Management Division (AS-AMD), Administrative Service will hold the **National Conference of DepEd Supply Officers**, on September 25-28, 2024 (inclusive travel time), Baguio Teachers Camp, Baguio City. The theme for this year's National Conference is: **"Building a Unified Approach: Excellence in Property and Supply Management"**.

The conference aims to:

- a. gather all Supply Officers composed of Administrative Officers handling Asset Management Sections / Property and Supply Units in the regional and schools' division offices;
- b. present to the participants the latest updates and policies related to their functions;
- c. discuss relevant issues and concerns on property and supply management and come up with possible ways forward;
- d. identify gaps in the processes across all governance levels to achieve one quality control plan; and
- e. impart the targets and agenda of the administration for the MATATAG initiatives.



Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph

The target participants in this conference are the Supply Officers from the Regional and Division Offices that are handling Asset Management Sections and Property and Supply Units, whether in permanent, acting, officer-in-charge or designated in concurrent capacity.

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance on or before August 23, 2024, through online registration at <https://forms.office.com/r/i5qFeB60Hw> or scan QR code below:



Participants must check in at the venue on **September 25, 2024**, with breakfast as the first meal. The program proper will start on September 25, 2024 until **September 28, 2024** with lunch as the last meal.

All travel expenses incurred by participants from the field offices shall be charged to their respective local funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.

For more information, details, queries and other concerns, kindly coordinate with Mr. Albert C. Alano, Chief of the Asset Management Division through telephone number (02) 8635-0551 or electronic mail address albert.alano@deped.gov.ph, copy furnish as.amd@deped.gov.ph