



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-337

To : **JAYSON G. GEBANA**
Administrative Assistant II

Subject : **ATTENDANCE TO THE PROPERTY AND SUPPLY MANAGEMENT SYSTEM (PSMS)**

Date : October 17, 2024

Due to the transfer of Noreliza Misal, you are cordially invited to attend the Property and Supply Management System (PSMS) training, scheduled for October 22-25, 2024, at the COA Regional Training Center, COA Regional Office No. XI, Buhangin, Davao City.

Please ensure that you obtain the necessary travel authority for this purpose. Travel expenses will be charged to local funds, in accordance with standard accounting and auditing rules and regulations.

For your information and guidance.


MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

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DATE: OCT 22 2024 TIME: 6:11 AM

BY: 



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

October 21, 2024

NORELIZA A. MISAL

Municipal Accountant
Municipal Government of Malalag
Malalag, Davao del Sur

Dear Ms. Misal:

We cordially invite you to a farewell tribute to celebrate in your honor and send you well wishes as you embark on a new journey, to be held on October 22-23, 2024 in Island Garden City of Samal. This will be participated by the Accountants of the Schools Division Offices and our colleagues from the Regional Office Finance Division.

As the pillar in financial operations of the Division of Digos City during your stint as Accountant III, you have been a true asset and an integral part of the DepEd Region XI Finance Team and your invaluable services and contributions have been instrumental in the attainment of the organizational goals. Your achievement of the complex tasks at great lengths in your level is truly remarkable.

We look forward to your attendance to this significant and memorable event wholeheartedly organized by the Finance team which will be in a casual and relaxed setting filled with good vibes and positivity.

Very truly yours,

LORADEL L. BARICAUA
Chief Administrative Officer
Finance Division



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. XI
C.P. Garcia Highway, Buhangin, Davao City

25 SEP 2024



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23 September 2024

Ms. MELANIE P. ESTACIO, PhD, CESO VI

OIC-Schools Division Superintendent
DepEd-Digos City Schools Division Office
Roxas St., Digos City

Dear Madame Estacio:

We wish to inform that the seminar-workshop on the **Property and Supply Management System (PSMS)** will be on **October 22-25, 2024** at the COA Regional Training Center, COA Regional Office No. XI, Buhangin, Davao City. With this, we are confirming the attendance of the following personnel under your agency, viz:

1. Heidi B. Escalona
2. Roysen N. Gayud
3. Noreliza Misal

One-Time Replacement of Participant/s is allowed, just bring an Authority (Office Order/Memorandum, or its equivalent) on the first day of the training. Such document must be duly signed by the Head of the Agency.

Registration fee is ₱8,000.00 per participant to cover costs of the daily lunch with AM and PM snacks, training supplies and other incidental expenses. Please make your cheque payable to COA RO XI. Strictly, registration on the first day shall be from 7:30AM until 8:30AM.

Agencies with confirmed participants who fail to attend this seminar without prior notice will be billed for ₱2,000/day, since reservation for the food of said participants is made in advance as well as the preparation of all training materials. For other inquiries or details, you may call our Training Specialist, Ms. Vanessa R. Pinsoy at telephone number (082) 241-2943 to 45 local 1117.

Thank you.

Very truly yours,


ALFREDO G. LARGO
Director III
Officer-in-Charge

EAA/JAGL/LCP/vrp