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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. 049 s. 2024

To : Heidi B. Escalona – OIC Supply Officer
Rotsen N. Gayud - Administrative Assistant III
Noreliza A. Misal - Accountant III

Subject: **INVITATION TO THE CONDUCT OF SEMINAR ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

Date : August 13, 2024


This is in reference to Regional Memorandum AD-2024-154, dated August 5, 2024, titled **Invitation to the Conduct of Seminar on Property and Supply Management System (PSMS)**, you are hereby directed to attend the said activity on **October 22-25, 2024 at COA XI Regional Training Center, C.P. Garcia Highway, Buhangin, Davao City.**

Registration fees, travel, accommodation, and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.


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

Schools Division Office of Digos City
RECORDS SECTION

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DATE: AUG 14 2024 TIME: 2:00 pm
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Department of Education
 DAVAO REGION

DepEd Schools Division of Digos City
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 DATE: 08 AUG 2024 TIME: 8:09
 BY:

Office of the Regional Director

REGIONAL MEMORANDUM
 AD-2024-154

To : Assistant Regional Director
 Schools Division Superintendents
 Chief Administrative Officers
 All Others Concerned

Subject : INVITATION TO THE CONDUCT OF SEMINAR ON
 PROPERTY AND SUPPLY MANAGEMENT SYSTEM

Date : August 5, 2024

Herewith is the invitation from the Commission on Audit (COA) Regional Office No. XI, Regional Training Unit on the conduct of Seminar on the Property and Supply Management System (PSMS) on October 22-25, 2024 at COA XI Regional Training Center, C.P. Garcia Highway, Buhangin.

Anent to this, Regional and Division Supply Officers or any representative are invited to attend the PSMS at the discretion of the Regional Director and the Schools Division Superintendents.

For information and immediate dissemination.

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.

ROA/AMS/gdc

DEPARTMENT OF EDUCATION ROXI
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By:
 Date: 08/07/24 Time: 2:58
 24-24500



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INVITATION LETTER

Sir/Madam:

We are pleased to inform you that the Regional Training Unit, the training arm of the Commission on Audit Regional Office No. XI, will conduct a Seminar on the Property and Supply Management System (PSMS) on October 22-25, 2024 to be held at the COA XI Regional Training Center, COA Regional Office No. XI, C.P. Garcia Highway, Buhangin, Davao City

Please be informed that the COA adopts the rates of registration of ₱2,000.00 per day per participant as provided for under Department of Budget and Management National Budget Circular No. 563 dated April 22, 2016. Total Registration Fee for this seminar is ₱8,000.00 (₱2,000.00 per day x 4 days). Based on the said circular, such registration fee covers only training fees, honoraria of lecturers, cost of handouts, supplies, materials, meals, snacks and all other training related expenses. It does not include accommodation and billeting of participants.

Attendance to this seminar is highly encouraged. However, we would like to emphasize that this undertaking is on an invitation basis, meaning, if you are not agreeable as to the payment of the prescribed registration fee which covers only the expense as stated and on the venue of the seminar, you can choose not to attend the seminar. If interested, please fill out the form below and submit it to your Audit Team the soonest time possible.

Very truly yours,

FELIX ROY M. FERNANDEZ
 State Auditor V
 Officer-in-Charge

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PRE-REGISTRATION FORM

The Regional Director
 COA RO XI
 Davao City

Sir:

The following Personnel will attend the Seminar on the Property and Supply Management System on October 22-25, 2024.

	COMPLETE NAME	POSITION
1.	<u>HEIDI B. ESCALONA</u>	<u>OIC - SUPPLY OFFICER</u>
2.	<u>ROSEN N. GAYUD</u>	<u>ADMIN. ASSISTANT - III</u>
3.	<u>NORELIZA MISAL</u>	<u>ACCOUNTANT - III</u>

(Please use separate sheet, if necessary)

Thank you.

MELANIE P. ESTACIO PhD, CESO VI
OIC - Schools Division Superintendent
 (Signature over Printed Name of Agency Head)