



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



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DepEd-MALAYBALAY CITY DIVISION

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RELEASED

DIVISION MEMORANDUM
NO. 10, s. 2014

Date: 01-08-14 time 3:31
JOUSTIN KAYMAC

TO: Sibyl L. Maputi, Administrative Officer III
Benjamin E. Macario, Public Schools District Supervisor, Central District
Jovy G. Molina, Public Schools District Supervisor, Far East District
Lorenzo O. Capacio, Public Schools District Supervisor, South District
Aurelio A. Tilanduca, Public Schools District Supervisor, East District
Teofilo O. Ontoy, District In-Charge, North District
Noel A. Tan Nery, Public Schools District Supervisor, West District
Demie Pabillaran, District Property Custodian, Central District
Diosdado Tangcogo, District Property Custodian, Far East District
Jonathan Dagaang, District Property Custodian, South District
Brenie Daus, District Property Custodian, East District
Grecilda Sulinay, District Property Custodian, North District
George Ama, District Property Custodian, West District
Reginald Cantaros, School Property Custodian, Silae ES
Marybeth Marciano, School Property Custodian, Busdi ES
Ruina Joylit Cogling, School Property Custodian, BCT ES
Anwar Radia, School Property Custodian, Malaybalay CES
Reginald Edesa, School Property Custodian, San Martin ES
Romil Leono, School Property Custodian, Macote ES
Leticia Casimero, School Property Custodian, Cabangahan ES
Roselyn Abines, School Property Custodian, Dalwangan ES
Daisyree Hinlo, School Property Custodian, Sumpung ES
Marciano Jurolan, School Property Custodian, Managok ES
Emmalinda Miasco, School Property Custodian, Lalawan ES
Jonalyn Lapus, School Property Custodian, Airport Village ES
Erwin Ordanza, School Property Custodian, Aglayan ES
This Division

FROM: 
EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent

RE: CLUSTER ORIENTATION WORKSHOP ON THE 2013 NATIONAL LEARNING
RESOURCE DELIVERY AND SUPPLY/PROPERTY MANAGEMENT PROGRAMS

DATE: January 6, 2014

1. Pursuant to a letter dated November 29, 2013 from Socorro A. Pilor, Executive Director, Instructional Materials Council Secretariat, DepEd Central Office, the above-mentioned participants are directed to attend the Cluster Orientation Workshop on

the 2013 National Learning Resource Delivery and Supply/Property Management Programs on **January 27 and 28, 2014** at the Division of Bukidnon Training Center, Sumpong, Malaybalay City at 8:00 a.m.

2. This orientation-workshop aims to inform and instruct the participants about the systems, processes and procedures on the proper delivery, inspection, receipt, acceptance, distribution, usage, maintenance and disposition of all centrally-procured deliveries.
3. The participants are required to bring their duly signed travel authority and this Division Memorandum. They should be at the venue before 8:00 a.m. on the specified date of the workshop. No registration fee shall be collected from them. The IMCS shall subsidize the reimbursement of transportation expenses of the participants to and from the venue, exclusive of per diem.

January 27, 2014 (Monday)

1. Sibyl L. Maputi – Division Supply Officer
2. Benjamin Macario – PSDS, Central District
3. Jovy G. Molina – PSDS, Far East District
4. Lorenzo O. Capacio – PSDS, South District
5. Demie Pabillaran – District Property Custodian, Central District
6. Diosdado Tangcogo – District Property Custodian, Far East District
7. *Jonathan Dagaang – District Property Custodian, South District*
8. Reginald Cantaros, School Property Custodian, Silae ES
9. Marybeth Marciano, School Property Custodian, Busdi ES
10. Ruina Joylit Cogling, School Property Custodian, BCT ES
11. Anwar Radia, School Property Custodian, Malaybalay CES
12. Reginald Edesa, School Property Custodian, San Martin ES
13. Romil Leono, School Property Custodian, Macote ES
14. Leticia Casimero, School Property Custodian, Cabangahan ES

January 28, 2014 (Tuesday)

1. Sibyl L. Maputi – Division Supply Officer
2. Aurelio A. Tilanduca – PSDS, East District
3. Teofilo Ontoy – District In-Charge, North District
4. Noel Tan Nery – PSDS, West District
5. Brenie Daus – District Property Custodian, East District
6. Grecilda Sulinay – District Property Custodian, North District
7. George Ama – District Property Custodian
8. Roselyn Abines, School Property Custodian, Dalwangan ES
9. Daisyree Hinlo, School Property Custodian, Sumpong ES
10. Marciano Jurolan, School Property Custodian, Managok ES
11. Emmalinda Miasco, School Property Custodian, Lalawan ES
12. Jonalyn Lapus, School Property Custodian, Airport Village ES
13. Erwin Ordanza, School Property Custodian, Aglayan ES

4. For strict compliance.