



Republic of the Philippines  
**Department of Education**  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

DM-2019-04-117  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
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**DIVISION MEMORANDUM**

No. 117, s. 2019

TO: **Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Public Elementary and Secondary School Heads  
School Property Custodians**

FROM: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent  
*RR* *W. J. B.*

Date: April 4, 2019

Re: **SEMINAR-WORKSHOP ON INVENTORY MANAGEMENT SYSTEM  
(IMS)**

1. Pursuant to Region Memorandum No. 82, s. 2019 re: **Orientation on the Inventory Management System** and Region Memorandum No. 171 s. 2019 re: **Submission of Data in the Inventory Management System**, the Office will conduct an IMS Seminar-Workshop on April 12, 2019, will start at 7:30 in the morning at Loiza's Pavilion.
2. This activity aims to:
  - Orient participants on modules and facilities of IMS.
  - Capacitate participants on the basic operation in encoding and uploading of Science and Mathematics Equipment, DCP Packages, TVL Tools and Equipment, and Textbooks/Learners Materials in the IMS production site.
  - Address gaps and issues related to inventory of learning resources and equipment.
3. Participants are the School Property Custodians. Further, they are required to bring the following:
  - a. Laptop
  - b. Extension wire
  - c. Internet Connection (pocket wifi or LTE modem)
  - d. Delivery Receipt and Property Transfer Report of Science and Mathematics Equipment, DCP Packages, TVL Tools and Equipment

e. Delivery Receipt and Inventory Custodian Slip of Textbooks/Learners Materials

4. Travel and other related expenses of the participants shall be charged against Local Fund/School MOOE while meals and snacks shall be charged to Division MOOE subject to the existing accounting and auditing policies, rules and regulations.

5. Participants of the aforementioned activity shall be entitled to one-day service credit in accordance with DepED Order No. 53, s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers.

6. Queries relative to this can be relayed to Darvy C. Dagumol, Administrative Officer IV, Property and Supply Unit at 0926-775-3812.

Copy furnished:

Records Unit  
Property and Supply  
AO

TO BE POSTED IN THE DIVISION WEBSITE

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Sayre Hi-way, Casisang, Malaybalay City  
Telefax # 088-314-0094; Tel No.: 088-813-1246  
Website: [depedmalaybalay.net](http://depedmalaybalay.net)  
E-mail: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph); [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)