



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

2022-0420

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 DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 637 s. 2022

To: All Administrative Officer II
 All Others Concerned

From: **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

Subject: **CAPACITY BUILDING ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM IN SCHOOL LEARNING CENTERS**

Date: December 2, 2022

Pursuant to **OUA MEMO 00-0322-0205 RE: Orientation on Property & Supply Management System**, this Office informs all concerned on the upcoming three-day **Capacity Building on Property and Supply Management System in School Learning Centers** on *December 5-7, 2022* at the *Buzz Stop, 2nd floor, Casisang, Malaybalay City* to address the concerns in the implementation of the DepEd Computerization Program (DCP).

This activity aims to liberate the Supply Officers/Property Custodians from the complex and excessive details of the procurement procedures and asset management.

The activity involves a technical workshop/activity that will outline the custodians' critical roles to boost performance throughout the supply and property management process so as to serve and respond immediately to the demands and challenges of DepEd's vision of "Quality Education for All."

Participants for this activity are the school and division Administrative Officer II and Division Heads of the Office of the Schools Division Superintendent.

Attached is the List of Participants (Annex A) per school/division and List of Resource Speakers (Annex B).

Participants are requested to observe health and safety protocols during the activity.

Immediate dissemination of this Memorandum is desired.

Encl: As stated

Reference: OUA MEMO 33-0322-0205 MEMORANDUM dated March 29, 2022



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ANNEX A

LIST OF PARTICIPANTS

	Name	SCHOOL ASSIGNMENT	Districts
1	BAHIAN, EVANGELINE P.	Linabo CS	8
2	BANDONG, APRILLE MAE H.	Macote ES & Macote NHS	7
3	BENIJO, ALVE ANNE CHRISTY A.	Bangcud NHS	7
4	BORRES, NESS VIOLA M.	Imbayao ES & Imbayao NHS	3
5	BRIGOLE, RUEL T.	Managok NHS	9
6	CANSON, SHELLA NOVIE A.	Magsaysay IS	6
7	CONOL, ARCHILLE B.	Bangcud CS	7
8	DAYO, IRENE JOY G.	Simaya IS	7
9	DELA CERNA, MONABETH P.	Brgy. 9 ES & Natid-asan ES	4
10	DELOS REYES, WELROSE	Casisang Central IS	5
11	DESALAN, JOCARDO B.	Tuburan IS	10
12	DEXIMO, DON A.	Can-ayan IS	2
13	EVANGELISTA, RHYNA FE M.	Dalwangan ES	1
14	FAJARDO, DHAIRYL JEAN C.	Kalasangay CS	1
15	GALORIO, CELESTE G.	San Martin ES	8
16	GARCIA, JOSEPH L.	Capitan anghel IS	1
17	ISRAEL, JOE RANDY H.	Candiisan IS	2
18	LAPECIROS, LORNA BETHEL RAE M	BNHS	3
19	LINCASAN, BONNA B.	Patpat ES, New Ilocos ES & Damitan ES	1
20	MADRONERO, CLEMENTINA O.	BCT ES & Casisang NHS	4
21	MEDIDAS, ANGELI ANN T.	Aglayan CS	6
22	MIQUIABAS, ANNABELLE B.	MCCS	4
23	NERICOA, JANINE M.	Sumpong CS	2
24	PASQUIL, JERALYN B.	AVES	5
25	PEÑALOSA, CHERYL JANE C.	San Jose ES	5
26	RAMOS, GODISA M.	Managok CS	9
27	TUBEO, SHEILA JOY B	Casisang Standalone Senior High	5
		DIVISION OFFICE	
28	ASTUDILLO, PAMELA L.	OSDS-Procurement Unit	
29	GARCES, BRAYAN B.	OSDS	
30	PALMA, NOVILYN G.	OSDS-Personnel Unit	





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ANNEX B

LIST OF RESOURCE SPEAKERS

SPEAKERS	TOPICS
1 PAUL JOHN P. ARIAS ITO- ICT Section	TOPIC 1 Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers
2 DARVY C. DAGUIMOL AO IV- Asset Management Unit	TOPIC 2 Inspection and acceptance protocols for the procurement of goods in the Department of Education
3 RHYSA CYLE C. ROSALEIOS, CPA Accountant II- Accounting Section	TOPIC 3 Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes
4 FLORABELLE R. PORRAS AO IV- Records Section	TOPIC 4 Records Inventory, Maintenance and Upkeep
5 MANUEL D. DINLAYAN II, DPA AO V- Administrative Services	TOPIC 5 Basic Principles of Parliamentary Procedure and DepEd Order Updates for SY 2022

