



Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF CAGAYAN DE ORO CITY

Division Memorandum  
No. 975 s., 2019

December 2, 2019

DEP ED-DIVISION OF CAGAYAN DE ORO  
CAGAYAN DE ORO CITY

**RELEASED**

DATE: DEC 02 2019

BY: [Signature]

**CAPACITY BUILDING SEMINAR FOR NON-TEACHING SUPPLY OFFICERS AND PROPERTY CUSTODIANS OF REGION X**

TO : Laverne L. Mercado  
Ignacio A. Gabule Jr.  
Gleven Chitto B. Manaug  
Alan A. Mercado  
Florence May Sta. Maria

Division Supply Officer  
Admin. Officer II – Supply Office  
Admin. Assistant II – Supply Office  
Admin. Officer III- WCCS  
Admin. Assistant II- RSHS

1. In reference to DepEd Regional Memorandum No. 763 dated Nov. 26, 2019, the following Non-teaching personnel are directed to attend the **Capacity Building Seminar for Non- Teaching Supply Officers and Property Custodians of Region X** at National Educators Academy of the Philippines (NEAP-10), on December 3-6, 2019.
2. Attached is the DepEd Regional Memorandum No. 763, s. 2019 for reference.
3. Meals, accommodation, and materials are chargeable against the Regional Office (RO) funds while travel and other expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this Memorandum is desired.

[Signature]  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



Address: Fr. William Masterson, SJ. Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (088)-8550048





November 25, 2019

NOV 26  
11/32

RELEASED

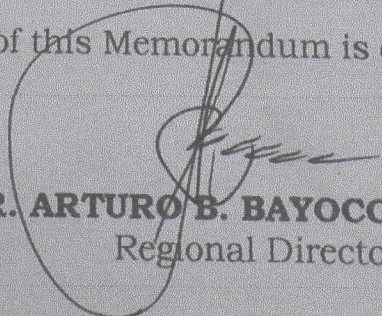
REGIONAL MEMORANDUM

No. 263, s. 2019

**CAPACITY BUILDING SEMINAR FOR NON-TEACHING SUPPLY OFFICERS  
AND PROPERTY CUSTODIANS OF REGION X**

To: **Schools Division Superintendents**  
*This Region*

1. There will be a three-day **Capacity Building Seminar for Non-Teaching Supply Officers and Property Custodians of Region X** at the National Educators Academy of the Philippines (NEAP-10), on December 3-6.
2. The seminar is aimed at the following:
  - a. Learn and internalize the principles on basic property and supply management;
  - b. Familiarize various related laws and policies on asset management;
  - c. Identify the roles and functions of supply officers/property custodians; and
  - d. Share experiences and best practices.
3. The expected participants are the non-teaching supply officers of the implementing units (IUs), property custodians, and divisional supply officers as trainers and facilitators.
4. Meals, accommodation, and materials are chargeable against the Regional Office (RO) funds while travel and other expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
5. First meal is dinner on December 3, and last meal is lunch on December 6.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated

To be indicated in the Perpetual Index under the following subject:

TRAININGS

ADMIN-AMS/imee



*The LEARNER: The heart of DepEd Region*





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepEd Region X – Northern Mindanao



Enclosure No. 1 to Region Memorandum No. \_\_\_\_, s. 2019

**THREE-DAY CAPACITY BUILDING SEMINAR FOR THE NON-TEACHING  
SUPPLY OFFICERS AND PROPERTY CUSTODIANS OF REGION X**

December 3-6, 2019  
NEAP, Lapasan, Cagayan de Oro  
City

**DISTRIBUTION OF PARTICIPANTS**

No	Division	IUs Non-Teaching SO	Property Custodian/Division Office	Division Supply Officer	Staff/ Sec retariat	TOTAL
1	Bukidnon	2	1	1		4
2	Camiguin	1		1		2
3	Cagayan de Oro City	3	1	1		5
4	El Salvador City	1		1		2
5	Gingoog City		1	1		2
6	Iligan City	11		1		12
7	Lanao del Norte	5				5
8	Malaybalay City	1	1	1		3
9	Misamis Occidental	5		1		6
10	Misamis Oriental	9	4	1		14
11	Oroquieta City	1	1	1		3
12	Ozamiz City	2	6	1		9
13	Tangub City	1		1		2
14	Valencia City	3	2	1		6
15	Regional Office			1	4	5
	Total	52	8	14		80





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepEd Region X – Northern Mindanao



**TRAINING MATRIX**

DAY	TIME	ACTIVITY/SESSION/TOPIC
Day 0 (December 3, 2019)	3:00-5:00pm	Registration
Day 1 (December 4, 2019)	8:00-10:00am	National Anthem Invocation Welcome Message Opening Remarks Presentation of Participants
	10:00-10:30am	Statement of Purpose
	10:30-12:00noon	Overview on the General Guidelines on Property and Supply Management
	12:00-1:00pm	LUNCH
	1:15-1:30pm	Ice Breaker
	1:30-2:30pm	Acquisition (Procurement, Delivery, Inspection and Acceptance) and GAM Forms to be used (by Azor B. Quijano)
	2:30-4:30pm	Utilization (Issuance, Inventory Taking, Inventory Reports) and GAM Forms to be used (by Ronnie Senarillos)
	4:30-5:30pm	Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets (DepEd Order 42, s. 2018) by Imelda G. Roma
Day 2 (December 5, 2019)	7:00-8:00am	Breakfast
	8:00-8:30am	Management of Learning
	8:30-10:30	Disposition of Unserviceable Properties and GAM forms to be used (by Eleonor P. Cruz)
	10:30-12:00noon	Request of Relief from Accountability (by Louie B. Roferos)
	12:00- 1:00pm	LUNCH
	1:15-1:30PM	Ice Breaker
	1:30-3:00PM	National Asset Registry (by Dorothy Joy Yting)
	3:00- 4:00pm	Fidelity Bonding (by Rocelyn Sagubay)
Day 3 (December 6, 2019)	4:00-5:00pm	Insurance of Properties (by Louie Roferos)
	7:00-8:00am	Breakfast
	8:00-9:00am	Management of Learning
	9:00-10:00am	Closing Program