



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meraico Avenue
Pasig, Metro Manila



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DECS MEMORANDUM
No. 364, s. 1997

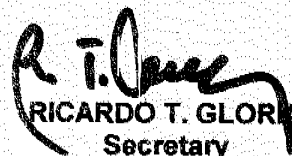
September 17, 1997

**1997 NATIONAL SEMINAR ON PROPERTY CUSTODIANSHIP, SUPPLY
MANAGEMENT AND ACCOUNTABILITY**

**To : Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Elementary and Secondary Schools**

1. The IPG Professional Advancement and Business Center of the Philippines, a training institution duly accredited by the Civil Service Commission, is conducting a two-day-live-out seminar on "Property Custodianship, Supply Management and Accountability" at the **Century Park Hotel, Vito Cruz, Manila on October 16-17, 1997 from 8:00 a.m. to 5:00 p.m.**
2. The objectives of the national seminar are : (a) to update the participant's knowledge of the current trends in property custodianship; (b) to identify and describe tools and techniques of inventory management, its policies and objectives; (c) to analyze and clarify the manner of effective and efficient issuance, utilization of supplies and equipments; (d) to enhance effective and systematic accounting and reporting procedurres; (e) to be more knowledgeable of the disposal/divestment of property.
3. The Regional Directors may allow on **official business** the participation of property custodians, supply officers, accountable officers, administrative officers, accountants, and bookkeepers.
4. Registration fee : P 3,500.00 per participant. This fee is inclusive of the cost of training materials, snacks, lunches and certificates. Travel allowances and seminar fee can be charged against school local funds subject to its availability and the usual accounting and auditing procedures.
5. The deadline for reservation/registration is on **October 13**. All participants are requested to confirm their attendance through the office of the secretariat.

IPG Professional Advancement & Business Center of the Philippines
Suite 33, 3J Heights Condominium, 35 Visayas Avenue Quezon City 1100
(R.S.V.P.) Tel. 924-50-07; 924-50-08;
927-91-46 local 33; 929-15-97 local 33; 929-34-16 local 33; or Fax 924-50-08
6. Immediate dissemination of this Memorandum is desired.


RICARDO T. GLORIA
Secretary

J. 9.19.97

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
SEMINARS