



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

JUN 27 2006

DepED MEMORANDUM
No. 242, s. 2006

SEMINAR-WORKSHOP ON DELIVERY, ACCEPTANCE AND RECORDING
OF SEMP PROCURED FURNITURE AND FIXTURES,
TEXTBOOKS AND SCHOOL BUILDING

- To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Regional Directors
 Directors of Services, Centers and Heads of Units
 Regional Directors
 Schools Division/City Superintendents
 All Others Concerned

1. The Property Division - Administrative Service, DepED Central Office in coordination with the Accounting Division - Finance and Management Service will hold a Seminar-Workshop on Booking-Up of SEMP Procured Furniture and Fixtures, Textbooks and School Buildings in the following regions:

Regions	Venues	Dates
I and II	Teachers Camp, Baguio City	July 23-26, 2006
III and CAR	Teachers Camp, Baguio City	July 26-29, 2006
IV-A and IV-B	Palawan	August 27-30, 2006
V and NCR	Palawan	August 30-Sept. 2, 2006
VI and VII	Ecotech, Cebu City	Sept. 3-6, 2006
VIII and IX	Ecotech, Cebu City	Sept. 6-9, 2006
XI and XII	Davao City	Sept. 17-20, 2006
X and CARAGA	Davao City	Sept. 20-23, 2006

2. The seminar-workshop aims to educate/train the Supply Officers and Accountants of various regional/division offices/national high schools on the proper booking-up of properties procured thru the PS-DBM, PS-DepED and School Buildings constructed by DPWH and DepED to avoid previously encountered problems in recording resulting to countless Audit Observation Memorandum (AOM) from the Commission on Audit (COA). Likewise, the aforementioned seminar-workshop aims to avert merely transfer of funds to DBM-PS without compliance to certain requirements.

3. The participants to this seminar-workshop are Supply Officers and Accountants of DepED regional, division offices and national high schools.


4. A registration fee of Five Thousand Pesos (PhP5,000.00) will be charged each participant to cover food, accommodation, kits and materials, honoraria, rentals of equipment, etc.

5. Members of the different working committees shall be considered participants and shall pay the registration fee. For preparatory activities, the committee members are authorized to travel one (1) day before the event.

6. Expenses on registration, travel and other incidental expenses are authorized, chargeable to MOOE funds of the region/division and or local funds, subject to the usual accounting and auditing rules and regulations.

7. For reservation, please contact Ms. Maritess L. Ablay, Chief, Property Division at tel. nos.: (02) 633-7217/(02) 635-0551 or Ms. Melyn Dionela, Accounting Division at tel. no.: (02) 633-2377. The enclosed confirmation of attendance must be received by this Office on or before July 15, 2006.

8. Immediate and wide dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Reference:
None

Allotment: 1—(D.O. 50-97)

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

SCHOOLBUILDINGS
SEMINARS
TEXTBOOKS
WORKSHOPS