



Tanggapan ng Kalihim
Office of the Secretary

AUG 22 2007

DepED Memorandum
No. 335 s. 2007

**CREATION OF A TECHNICAL WORKING GROUP (TWG) IN THE PREPARATION
OF DEPED HANDBOOK ON SUPPLY AND PROPERTY MANAGEMENT**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Director of Services/Centers & Heads of Units
Schools Division/City Superintendents
Head, Public Elementary & Secondary Schools

1. In order to ensure economy, efficiency and effectiveness in managing and utilizing all government resources, the Department of Education shall develop a handbook on supply and property management.
2. In view thereof, a Technical Working Group (TWG) for the preparation of the aforementioned manual is hereby created and composed as follows:

CHAIRMAN - USEC. Teodosio C. Sangil, Jr.
Undersecretary for Finance and Administration

VICE-CHAIRMAN - DIR. Maximo C. Aljibe, Ph.D, CESO IV
Director III, Administrative Service

TWG Coordinator - Maritess L. Ablay
Chief, Property Division

TECHNICAL WORKING GROUP (TWG)

Members:

1. Albert Alano - Project Development Officer, CO
2. Alexander Pagatpatan - Supply Officer III, CO
3. Tereso D. Ubungin, Jr. - Regional Supply Officer, NCR
4. Jaime Colas - Regional Supply Officer, Reg. II
5. Virginia Bagacay - Regional Supply Officer, Reg. IV-A
6. Reynaldo De Leon - Regional Supply Officer, MIMAROPA

- | | | |
|---------------------|---|---|
| 7. Ronel Arellano | - | Division Supply Officer, Pasay City |
| 8. Ernie de Guzman | - | Division Supply Officer, Pasig City |
| 9. Felipe Macaruppo | - | Division Supply Officer, Sta Rosa, Laguna |
| 10. Dennis Quitinio | - | Division Supply Officer, Oriental Mindoro |

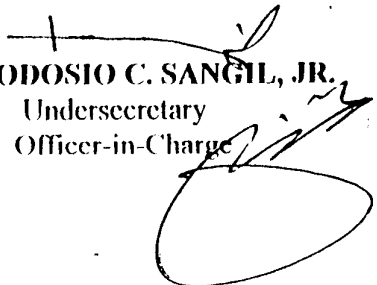
CONSULTANTS:

- | | | |
|------------------------------|---|-------------------------------------|
| Ms. Irma Besas | - | Department Auditor |
| Atty. Liza Fidelis F. Cañada | - | Resident Ombudsman, DepED |
| Atty. Domingo Alidon | - | Legal Officer III, Legal Division |
| 1 Representative | - | DBM-Procurement Service |
| 1 Representative | - | Government Procurement Policy Board |

3. The Technical Working Group (TWG) shall be in-charge in the development of the Handbook in the Supply and Property Management and shall convene for the activities on the following dates and venue:

August 28-29, 2007	-	TWG Coordination Meeting at Marikina, Hotel
September 17 to 21, 2007	-	1 st Drafting

4. An outline of the Handbook shall be prepared by the Technical Working Group (TWG) and presented to the Technical Committee prior to the drafting workshops.
5. To provide secretariat support to the Technical Committee and Technical Working Group (TWG), the Property Division, Administrative Service, Central Office shall designate personnel to constitute the TWG Secretariat.
6. All expenses incurred by the Technical Committee, Technical Working Group (TWG) and the Secretariat like board and lodging, Honoraria, Extra Essential Services, supplies and materials, other incidental expenses and traveling expenses shall be charged against OSEC Funds subject to the usual accounting and auditing rules and regulations while traveling expenses of the Regional TWG members shall be charged against their local funds.
7. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
 Undersecretary
 Officer-in-Charge

Reference: None
 Allotment: 1—(D.O. 50-97)
 To be indicated in the Perpetual Index
 under the following subjects:

COMMITTEE
 CONFERENCES

MANUAL
 OFFICIALS