



Tanggapan ng Kalihim
Office of the Secretary

JUN 16 2008

DepED MEMORANDUM
No. 293, s. 2008

CONDUCT OF THE NATIONAL WORKSHOP ON THE REFINEMENT AND REVIEW
OF OPERATIONAL PROCEDURES FOR REGIONAL/DIVISION SUPPLY
OFFICERS, PLANNING OFFICERS, ACCOUNTANTS AND PHYSICAL
FACILITIES COORDINATORS ON ASSET MANAGEMENT

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


1. The Department of Education (DepED) through the Property Division-Administrative Service in collaboration with the Research and Statistics Division (RSD) and Physical Facilities and Schools Engineering Division (PFSED)-Office of the Planning Service (OPS), Instructional Materials Council Secretariat (IMCS) and the Accounting Division will conduct a Two (2)-Day National Workshop on the Refinement and Review of Procedures for Regional/Division Supply/Planning Officers, Accountants and Physical Facilities Coordinators (PFCs) on Asset Management on the following clusters/dates/venues to wit:

<u>Cluster</u>	<u>Dates</u>	<u>Venue</u>
Cluster I (Regions I, II and CAR)	July 8-9, 2008	Ecotech Center Cebu City
Cluster II (Regions III, IV-A, and NCR)	July 15-16, 2008	Tagbilaran, Bohol
Cluster III (Regions IV-B, V and VI)	July 29-30, 2008	Teachers Camp Baguio City
Cluster IV (Regions VII, VIII, IX and XI)	August 5-6, 2008	Cagayan de Oro City
Cluster V (Regions X, XII, CARAGA and ARMM)	August 19-20, 2008	Teachers Camp Baguio City

2. The conference aims to develop standard policies and procedures on Asset Management of the Department (Data Gathering, Contract Implementation, Recording and Booking-Up).

3. The participants to this activity are Regional and Division Supply Officers, Planning Officers, Accountants and Physical Facilities Coordinators. Attendance to this convention is on **official business**.

4. A registration fee of Four Thousand Pesos (PhP4,000.00) will be charged each participant to cover food, accommodation for two (2) days/night stay on the aforementioned venue, kit materials, extra duty allowance of resource persons, facilitators and support staff, rentals of equipment, etc. Dinner will be served to those who will register in the afternoon on the day before the actual convention and breakfast after the convention.
5. Members of the different working committees shall be considered participants and shall pay the registration fee and are authorized to travel one day before the conference.
6. Expenses on registration, travel and other incidental expenses are authorized chargeable to local funds subject to the usual accounting and auditing rules and regulations.
7. For reservation, please contact the DepED Central Office Property Division at tel. nos. (02) 633-7217 and (02) 636-36-02. The enclosed confirmation of attendance must be sent thru fax no. (02) 635-0552 on or before the 1st week of the actual dates of the convention to be attended.
8. Immediate and wide dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
WORKSHOPS

DEPARTMENT OF EDUCATION

PROPERTY DIVISION

DepED Complex, Meralco Avenue Pasig City

Telefax No. (02)635-05-51/ 635-05-52

**NATIONAL WORKSHOP ON THE REFINEMENT AND REVIEW OF
OPERATIONAL PROCEDURES FOR REGIONAL/DIVISION SUPPLY
OFFICERS, PLANNING OFFICERS, ACCOUNTANTS AND PHYSICAL
FACILITIES COORDINATORS ON ASSET MANAGEMENT**

CONFIRMATION SLIP

NAME : _____

REGION : _____

DIVISION : _____

ADDRESS : _____

DESIGNATION : _____

CONTACT NO (OFFICE) : _____

(CELLPHONE NO.) : _____

**NATIONAL WORKSHOP
ON THE REFINEMENT AND REVIEW OF OPERATIONAL
PROCEDURES FOR REGIONAL/DIVISION SUPPLY/PLANNING OFFICERS
& PHYSICAL FACILITIES COORDINATORS**

PROGRAM

Day 0 Arrival / Registration (Dinner Only)

Day 1 6:00 – 8:00am
9:00 – 11:30am

Breakfast
Opening Program

Doxology
National Anthem
Opening Remarks.....

Maximo C. Aljibe
Director III
Administrative Service

Welcome Remarks.....

(Host Region)

Keynote Address.....

Teodosio C. Sangil, Jr
Undersecretary

Objectives of the Workshop.....

Presentation of Participants.....

12:00-1:00pm

Lunch Break

1:00 – 5:00pm

Existing Data Gathering Procedures

a. Office of the Planning Service

➤ Data Flow Collection

Deogracias B. Genito
Head, DBMU Unit
RSD-OPS

➤ Implementation Process
(Furniture/School Bldg)

Engr. Luis G. Purisima
Unit Head,
PFSED-OPS

b. Instructional Materials Council
(Data Flow Collection &
Implementation of Textbooks)

Carolina Rivera
OIC, Procurement Section

c. Property Division
(Data Flow Collection/Inventory)

Albert C. Alano
Unit Head, Equipment Section
Property Division-CO

d. Accounting Division
(Booking/Recording of Assets)

Olivia M. San Pablo
Chief Accountant
Acctg. Division-CO

e. Procedures on School Titling
(Data Collection)

Nanette Mamoransing
Chief
Records Division - CO

5:00-5:30pm

Functional Relationship of various
Stakeholders

Maritess L. Ablay
Chief
Property Division - CO