



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

JUL 08 2008

DepED MEMORANDUM
No. **324**, s. 2008

CORRIGENDUM TO 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 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 has been announced through DepED Memorandum No. 293, s. 2008.

2. The schedules of the workshop clusters are hereby corrected as follows:

Cluster	Regions Involved	Dates	Venue
I	VII, VIII, IX and XI	August 5-7, 2008	Cagayan de Oro City
II	X, XII, CARAGA and ARMM	August 19-21, 2008	Teachers Camp Baguio City
III	I, II and CAR	September 9-11, 2008	Ecotech Center Cebu City
IV	III, IV-A and NCR	September 23-25, 2008	Tagbilaran City Bohol
V	IV-B, V and VI	September 30-October 2, 2008	Teachers Camp Baguio City

3. Paragraph No. 4 of said Memorandum is amended to read as follows:

"A registration fee of **Four Thousand Five Hundred Pesos (PhP4,500.00)** will be charged each participant to cover food, accommodation for **three (3) nights** stay on the aforementioned venue, kit, materials, extra duty allowance of resource person/s, facilitators and support staff, rental 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. **Enclosed is the revised program of activities for reference.**

4. Immediate dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.:
As stated

Department of Education
Republic of the Philippines



Reference:
DepED Memorandum: (No. 293, s. 2008)

Allotment: 1—(D.O. 50-97)

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

**CHANGE
OFFICIALS
WORKSHOPS**

Sheila, DM Corrigendum to DM No. 293, s. 2008, June 30, 2008

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
EDUCATION CHIEF

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

Day / Time	Activity / Topic for Discussion	In-Charge
Day 0 -		
4:00 - 5:30	Arrival / Registration	
7:00	Dinner	
Day 1 -		
7:00 - 8:00	Breakfast	
8:30 - 10:00	Opening Program Doxology National Anthem Opening Remarks	Maximo C. Aljibe Director III Administrative Service
	Welcome Remarks	Host Region
	Presentation of Participants	
	Keynote Address	Teodosio C. Sangil Jr Undersecretary
10:00 - 11:00	Workshop Direction	Jesus G. Galvan Assistant Secretary
11:00 - 12:00	Existing Data Gathering Procedures a. Office of the Planning Service > Data Flow Collection > Implementation Process (Furniture/School Bldg)	DBMU - RSD (Deogracias Genito) PFSED (Oliver Hernandez / Luis Purisima)
12:00 - 1:30	Lunch Break	
1:30 - 4:30	Continuation of Existing Data Gathering Procedures b. Instructional Materials Council > Data Flow Collection / Implementation of Textbooks c. Property Division > Data Flow Collection / Inventory	IMCS (Socorro Pilor / Carolina Rivera) Property Division (Maritess Ablay / Albert Alano)

Day / Time	Activity / Topic for Discussion	In-Charge
	d. Accounting Division > Booking / Recording of Assets	Accounting Division (<i>Olivia San Pablo / Jovita Malig</i>)
	e. Procedures on School Titling > Data Collection	Records Division (<i>Nanette Mamoransing</i>)
4:30 - 5:30	Functional Relationship of Various Stakeholders	Milagros Talinio Director, OPS
5:30 - 6:00	Workshop Mechanics	Ronel Arellano Supply Officer, Division of Pasay City
7:00	Dinner	
Day 2 -		
7:00 - 8:00	Breakfast	
8:30 - 12:00	Workshop Proper	Break out by Regions
12:00 - 1:30	Lunch Break	
1:30 - 3:00	Continuation of Workshop	
3:00 - 5:00	Presentation of Outputs / Issues	30 mins per region
5:00 - 6:00	Closing Program	
7:00	Dinner	
Day 3 -		
7:00 - 8:00	Breakfast	
8:00	Departure	