



MAY 26 2009

DepED MEMORANDUM

No. **240**, s. 2009

**NATIONAL CONVENTION AND SEMINAR WORKSHOP OF CENTRAL,
REGIONAL AND DIVISION SUPPLY OFFICERS**

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

1. The Department of Education National Supply Officers Association (DENSOA) Inc., in coordination with the Property Division, Administrative Service, DepED Central Office, will conduct a National Convention and Seminar Workshop of Central, Regional and Division Supply Officers on June 22-26, 2009 (including travel time) at Mimosa, Clark Field, Pampanga.
2. The activity with the theme "Bridging the Gaps Towards Continuing Efficient and Effective Delivery of Service in Supply and Property Management", aims to present, discuss, evaluate and update the participants on the following:
 - a. Recently approved DepED Handbook of Supply and Property Management;
 - b. Proposed Guidelines on a separate Memorandum on the grant of Vacation Service Credits for designated Elementary and Secondary School District and School Property Custodians;
 - c. Current Issues and Concerns on:
 1. Commission on Audit (COA) Updates
 2. Asset Management System (AMS)
 3. Physical Facilities and Schools Engineering Division (PFSED) - re submission of documents on School Building and School Furniture
 4. Property Division - re submission of reports, revised forms, preparation of inventory reports on textbooks, school buildings and school furniture, equipment and other supplies and materials.
3. Expected participants are Supply Officers from Central, Regional and Division Offices. Attendance to this activity is a must and no proxy is allowed.

4. Attendance to this activity is on **official business**. A registration fee of Five Thousand Pesos (PhP5,000.00) will be charged each participant to cover expenses for kits, materials, supplies, food and accommodation, honoraria and other incidental expenses. Dinner will be served to those who will register in the afternoon of June 22, 2009. The seminar will start at 9:00 a.m. on June 23 and will end at 5:00 p.m. on June 25, 2009. Those who wish to extend their stay after the seminar shall make arrangements with the management on their own personal account.
5. The members of the Secretariat and Working Committee are considered participants and shall pay the registration fee subject to existing DepED rules and regulation. They are authorized to travel two (2) days before the opening of the convention.
6. Traveling expenses/transportation expenses, registration fee, per diems etc. of participants, working committees and members of the Secretariat shall be charged to their respective office funds subject to the usual accounting and auditing rules and regulations.
7. For reservation and confirmation of attendance, please send the accomplished Reservation Form (copy enclosed) to the Property Division, Administrative Service, Central Office, Pasig City on or before June 15, 2009 at telefax nos.: (02) 635-0551 or (02) 633-7217.
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:

CONVENTIONS
SEMINARS
SOCIETY or ASSOCIATIONS
WORKSHOPS

Sally: convention & seminar of regional & div. supply officer
May 12, 2009

Enclosure to DepED Memorandum No. 240, s 2009

**NATIONAL CONVENTION AND SEMINAR WORKSHOP OF CENTRAL,
REGIONAL AND DIVISION SUPPLY OFFICERS**
Mimosa, Clark Field Pampanga

RESERVATION FORM

(Please fill-up this form and send to DENSOA Secretariat through telefax no.635-0551)

	NAME OF PARTICIPANTS	POSITION
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

REGION :

DIVISION :

OFFICE ADDRESS :

CONTACT NO. :

(Name and Signature of Head of Office)