



SEP 16 2009

DepED MEMORANDUM

No. **394**, s. 2009

**NATIONAL TRAINORS TRAINING ON THE USE OF THE PROPERTY  
 AND SUPPLY MANAGEMENT MANUAL**

To: Regional Directors  
 ARMM Regional Secretary  
 Schools Division/City Superintendents  
 Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepED) through the Administrative Service-Property Division (AS-PD) in partnership with the Staff Development Division- Human Resource Development Service (SDD-HRDS) will conduct the Trainors Training on the Use of Property and Supply Management Manual on the following dates and venues:

<b>Regions</b>	<b>Dates</b>	<b>Venue</b>	<b>Participants</b>
I, II, III, IV-A, IV-B, V, NCR and CAR	October 20-22, 2009	Tagaytay Convention Center	1-Regional Supply Officer 1-Division Supply Officer
VI, VII, VIII and IX	November 24-26, 2009	Within the area of Cebu City	1-Regional Supply Officer 1-Division Supply Officer
X, XI, XII, CARAGA and ARMM	December 1-3, 2009	Within the area of Davao City	1-Regional Supply Officer 1-Division Supply Officer

2. The training aims to:

- a. provide the supply officers and designated property custodians working knowledge to properly utilize the Manual including the procedures and prescribed forms;
- b. establish regional/division training team to conduct school level orientation among field property custodians;
- c. equip the training team with facilitating/presentation skills; and
- d. develop re-entry action plans in the form of training plans and designs for the school-level orientation.

3. School-level orientation shall be monitored by designated Central Office representatives using a process observation/monitoring instrument. Reports on the orientation are to be submitted to the Assistant Secretary for Programs and Projects. Schedules and venues and training mechanisms will be finalized in the re-entry action plans during the National Trainors Training. Guidelines on the allocation and utilization of funds for the school level orientation will follow as soon as consolidated action plan on the school level orientation is completed.

4. **No registration fees shall be collected. Confirmation is mandatory. Participants with no confirmation will not be accommodated.** In case of substitution, the substitute participant will be required to present his/her Authority to Travel approved by the Regional Director or Schools Division Superintendent. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be p.m. snacks of Day 0.

5. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, honoraria and travel and per diem of facilitators, resource persons, training team and project staff, supplies, function room rental and contingency and other incidental expenses during the national trainers training and school level orientation are chargeable against Human Resources Training and Development (HRTD) funds, subject to the usual accounting and auditing rules and regulations.

6. **Confirmation shall be made by the participants at least two (2) weeks before the scheduled activity to SDD-HRDS** addressed to Ms. Nerissa L. Losaria, OIC-Chief, SDD-HRDS or Ms. Maritess Ablay, Chief, Property Division using the enclosed sample confirmation slip. For further inquiries or clarifications, please contact Ms. Beth Acosta or Ms. Cecille Anyayahan, SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City at telefax nos. (02) 633-7237 or (02) 638-8638.

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

*R. C. Bacani*  
**RAMON C. BACANI**  
Undersecretary  
Officer-in-Charge

Encl.:

As stated

Reference:

DepED Memorandum: No. 335, s. 2007

Allotment: 1- -(D.O. 50-97)

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

MANUALS  
 OFFICIALS  
 SCHOOLS  
 TRAINING PROGRAMS

(Enclosure to DepED Memorandum No. 394, s. 2009)

**NATIONAL TRAINORS TRAINING ON THE USE OF PROPERTY AND  
SUPPLY MANAGEMENT MANUAL**



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Meralco Avenue, Pasig City



**SAMPLE CONFIRMATION SLIP**

REGION : \_\_\_\_\_

DIVISION: \_\_\_\_\_

CONTACT NOS.: AREA CODE ( \_\_\_\_\_ ) TEL. NOS.: \_\_\_\_\_

NAME/S (Print legibly: Surname, Full Name, M.I)	OFFICE (REGION/DIVISION)	POSITION/DESIGNATION
1. (Regional Supply Officer)		
2. ( Division Supply Officer)		
3. ( 1- School Property Custodian)		

Approved by:

\_\_\_\_\_  
Signature over printed name  
Authorized Official

Note: Confirmation shall be two (2) weeks before the event. ONLY Confirmed participants will be accommodated  
( Please send at 02-6337237 / 6388638)