



MAR 08 2010

DepEd MEMORANDUM
No. **106**, s. 2010

SEMINAR-WORKSHOP ON THE USE OF PROPERTY
AND SUPPLY MANAGEMENT HANDBOOK

To: Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The Department of Education (DepEd) through the Property Division-Administrative Service (PD-AS) in partnership with the Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a Seminar-Workshop on the Use of the Handbook on Property and Supply Management for All Secondary Supply Officers/Designated Property Custodians nationwide on a cluster basis. The tentative schedules is enclosed.
2. The seminar-workshop aims to:
 - a. orient and familiarize the secondary supply officers/designated property custodians in the field offices on the use of the handbook;
 - b. ensure a clear understanding of the procedures and the use of the prescribed forms; and
 - c. familiarize them on their roles and responsibilities and their relationship with other stakeholders.
3. The participants to this activity are the secondary supply officers/ secondary school designated property custodians with official appointment from the schools division superintendent.
4. A training team of three (3) to five (5) personnel from the pool of trainers within the region must be organized to handle the conduct of the seminar-workshop while representatives from the Central Office specifically from the Property Division and SDD-HRDS will monitor the seminar-workshop and act as resource persons during the said activity.
5. No registration fee shall be collected for this purpose. Confirmation of participation is mandatory. Participants with no confirmation, no travel authority and no official appointment from the schools division superintendent will not be accommodated.
6. Travel and per diem of participants are chargeable against local funds, while board and lodging expenses, honorarium of external resource persons, travel and per diem of facilitators, resource persons, training and monitoring team, supplies, contingency and other incidental expenses during the division level seminar-workshop are chargeable against Human Resource Training and Development (HRTD) Funds subject to the usual accounting and auditing rules and regulations.



7. Confirmation shall be made by the participants at least two (2) weeks before the scheduled activity addressed to Ms. Maritess Ablay, Chief, Property Division or Ms. Nerissa L. Losaria, Assistant Chief, Officer-in-Charge, SDD-HRDS. For more details, please contact Ms. Nina Reyes or Mr. Edgar Balbin, Property Division, DepEd Central Office, Meralco Avenue, Pasig City at telefax nos.: (02) 633-7217 or (02) 635-0551.

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


JESLI A. LAPUS
Secretary

Encl.:
As stated

Reference:
DepEd Memorandum: No. 394, s. 2009

Allotment: 1—(D.O. 50-97)

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

MANUALS
SEMINARS
WORKSHOPS

Sheila, R-DM Seminar-Workshop on the Use of Property
February 4, 2010

SEMINAR-WORKSHOP ON THE USE OF HANDBOOK ON PROPERTY AND SUPPLY MANAGEMENT

TENTATIVE SCHEDULES

DATE	REGION	HOST DIVISION/ PROPOSED VENUE
April 26 - 30, 2010 <i>April 27, 2010</i> <i>April 28, 2010</i> <i>April 29, 2010</i>	NCR Cluster 16 - Quezon City, Marikina City, Caloocan City Cluster 17 - Manila, Malabon/Navotas, Valenzuela City Cluster 18 - Makati, Las Pinas, Mandaluyong, Muntinlupa Paranaque, Pasay, Pasig, San Juan, Taguig/Pateros Region I Cluster 6 - Ilocos Norte, Laoag City Cluster 7 - Ilocos Sur, Candon City, Vigan City Cluster 8 - La Union, San Fernando City Cluster 9 - Pangasinan II, Dagupan City, Urdaneta Cluster 10 - Pangasinan I, Alaminos City, San Carlos City CAR Cluster 4 - Apayao, Kalinga, Ifugao Cluster 5 - Benguet, Baguio City, Mt. Province Cluster 5A - Abra Region III (1) Cluster 11 - Bataan, Balanga, Zambales, Olongapo City Cluster 12 - Pampanga, Angeles City, San Fernando City, San Jose del Monte, Malolos City Cluster 13 - Tarlac, Tarlac City	Quezon City Manila Pasay City Ilocos Norte Ilocos Sur La Union Pangasinan II Pangasinan I Kalinga Benguet Abra Olongapo City Pampanga Tarlac
June 21 - 25, 2010 <i>June 21, 2010</i> <i>June 23, 2010</i> <i>June 25, 2010</i>	Region V (1) Cluster 33 - Sorsogon, Sorsogon City Cluster 32 - Catanduanes Cluster 34 - Masbate, Masbate City	Sorsogon Catanduanes Masbate
<i>June 21, 2010</i> <i>June 22, 2010</i> <i>June 24, 2010</i> <i>June 25, 2010</i>	Region VII Cluster 40 - Cebu Cluster 41 - Cebu City, Toledo City, Mandaue City, Talisay Lapu-Lapu, Danao City, Carcar City Cluster 42 - Negros Oriental, Guihulngan City, Dumaguete City Bayawan City, Bais City, Tanjay City, Siquijor Cluster 43 - Bohol, Tagbilaran City	Cebu Cebu City Negros Oriental Bohol
<i>June 21, 2010</i> <i>June 23, 2010</i> <i>June 25, 2010</i>	Region VI (1) Cluster 35 - Aklan Cluster 36 - Capiz, Roxas City Cluster 38 - Antique	Aklan Capiz Antique
<i>June 21, 2010</i> <i>June 23, 2010</i>	Region VIII Cluster 44 - Leyte Cluster 45 - Tacloban City, Calbayog City, Ormoc City, Biliran Maasin City, Southern Leyte	Leyte Tacloban City

**SEMINAR-WORKSHOP ON THE USE OF HANDBOOK
ON PROPERTY AND SUPPLY MANAGEMENT**

TENTATIVE SCHEDULES

DATE	REGION	HOST DIVISION/ PROPOSED VENUE
June 25, 2010	Cluster 46 - Northern Samar, Samar, Eastern Samar	Samar
June 27- 30, 2010	Region IV-A (2)	
June 28, 2010	Cluster 23 - Cavite, Cavite City	Cavite
June 30, 2010	Cluster 22 - Batangas, Tanauan City, Lipa City	Batangas
July 5-9, 2010	Region IV-B (1)	
July 5, 2010	Cluster 24 - Marinduque	Marinduque
July 7, 2010	Cluster 26 - Occidental Mindoro	Occidental Mindoro
July 9, 2010	Cluster 25 - Oriental Mindoro, Calapan City	Oriental Mindoro
	Region IX	
July 5, 2010	Cluster 47 - Zamboanga del Norte, Dapitan, Dipolog, Isabela City Zamboanga City	Zamboanga del Norte
July 7, 2010	Cluster 48 - Zamboanga Sibugay	Zamboanga Sibugay
July 9, 2010	Cluster 49 - Pagadian City, Zamboanga del Sur	Zamboanga del Sur
	Region X	
July 5, 2010	Cluster 50 - Misamis Occidental, Oroquieta City, Ozamis, Tangub	Misamis Occidental
July 7, 2010	Cluster 51 - Misamis Oriental, Gingoog, Camiguin, Cagayan de Oro Lanao del Norte, Iligan City	Misamis Oriental
July 9, 2010	Cluster 52 - Bukidnon, Valencia City	Bukidnon
	Region XI	
July 6, 2010	Cluster 53 - Davao del Norte, Davao City, Tagum City, Panabo City Davao Oriental, Mati	Davao del Norte
July 8, 2010	Cluster 54 - Island garden City of Samal, Compostella Valley Davao del Sur, Digos City	Compostela Valley
July 19 - 23, 2010	Region XII	
July 19, 2010	Cluster 55 - North Cotabato, Kidapawan City, Cotabato City	North Cotabato
July 21, 2010	Cluster 56 - South Cotabato, General Santos City, Sarangani	South Cotabato
July 23, 2010	Cluster 57 - Sultan Kudarat, Tacurong City, Koronadal City	Sultan Kudarat
	CARAGA	
July 19, 2010	Cluster 58 - Agusan del Norte, Butuan City	Agusan del Norte
July 20, 2010	Cluster 59 - Agusan del Sur	Agusan del Sur
July 22, 2010	Cluster 60 - Siargao, Dinagat Island, Surigao City, Surigao del Norte	Surigao del Norte
July 23, 2010	Cluster 61 - Surigao del Sur, Bislig City	Surigao del Sur
	Region IV-B (2)	
July 19, 2010	Cluster 27 - Palawan, Puerto Princesa	P. Princesa, Palawan
July 22, 2010	Cluster 28 - Romblon	Romblon

**SEMINAR-WORKSHOP ON THE USE OF HANDBOOK
ON PROPERTY AND SUPPLY MANAGEMENT**

TENTATIVE SCHEDULES

DATE	REGION	HOST DIVISION/ PROPOSED VENUE
<p><i>July 20, 2010</i> <i>July 22, 2010</i></p>	<p>Region VI (2) Cluster 37 - Passi City, Iloilo City, Iloilo, Guimaras Cluster 39 - Negros Occidental, San Carlos City, Bago City <i>Sagay City, Bacolod City, Silay City, Cadiz City, Kabankalan City</i></p>	<p><i>Iloilo</i> <i>Negros Occidental</i></p>
<p>August 2-6, 2010 <i>August 2, 2010</i> <i>August 4, 2010</i> <i>August 6, 2010</i></p> <p><i>August 3, 2010</i> <i>August 5, 2010</i></p> <p><i>August 2, 2010</i> <i>August 4, 2010</i> <i>August 6, 2010</i></p> <p><i>August 2, 2010</i> <i>August 4, 2010</i> <i>August 6, 2010</i></p>	<p>Region IV-A (1) Cluster 19 - Rizal, Antipolo City Cluster 21 - Quezon, Lucena City Cluster 20 - San Pablo City, Laguna, Calamba City, Sta. Rosa City</p> <p>Region III (2) Cluster 14 - Bulacan Cluster 15 - Aurora, Gapan City, Science City of Munoz <i>Cabanatuan, Nueva Ecija</i></p> <p>Region II Cluster 1 - Cagayan, Tuguegarao City, Cauayan City Cluster 2 - Isabela Cluster 3 - Nueva Vizcaya, Quirino</p> <p>Region V (2) Cluster 30 - Camarines Sur Cluster 29 - Camarines Norte, Iriga City, Naga City Cluster 31 - Albay, Legaspi City, Ligao City, tabaco</p>	<p><i>Antipolo City</i> <i>Quezon</i> <i>San Pablo City</i></p> <p><i>Bulacan</i> <i>Nueva Ecija</i></p> <p><i>Cagayan</i> <i>Isabela</i> <i>Nueva Vizcaya</i></p> <p><i>Camarines Sur</i> <i>Camarines Norte</i> <i>Albay</i></p>