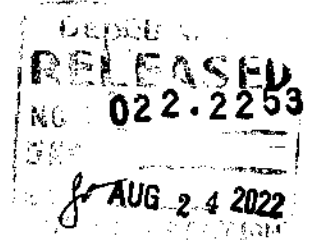





ANNEX A

Republic of the Philippines  
Department of Education



<b><u>AUTHORITY TO TRAVEL</u></b>		CONTROL NUMBER  1027
<b>REGION: VII</b> <b>BUREAU/DIVISION: DEPED, SCHOOLS DIVISION OF NEGROS ORIENTAL</b>		
Date of Filing	August 22, 2022	
Name	DR. JOELYZA M. ARCILLA RUBY JEAN ESTRELLITA M. BIDAURI REMYLIN V. GAO-GAO JOCELYN V. VIRAÑO	
Position/Designation	Assistant Schools Division Superintendent Division Supply Officer Division Information Officer Administrative Assistant III, representative of the Division Accountant	
Permanent Station	SDO, Negros Oriental	
Purpose of Travel	To attend the Orientation on Property and Supply Management System	
Activity Organized/ Sponsored By	DepEd Central Office, hosted by Division of Cebu City	
Period Covered <i>(Inclusive of Travel Time)</i>	August 24-27, 2022	
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue / Destination	Hotel Fortuna, 26 A. Borromeo St., Cebu City, Cebu	
Expenses Covered	Travel and other related expenses <small>(subject to the usual accounting and auditing rules and regulations)</small>	
Fund Source (PAP Code/....)	Division MODE	
Recommending Approval:	Approved:   <b>SENEN PRISCILLO P. PAULIN, CESO V</b> Schools Division Superintendent	
Date: <u>8/22/2022</u>	Date: <u>8/24/22</u>	



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

AUG 22 2022

REGIONAL MEMORANDUM

No. **0724** , s. 2022

**ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL CONCERNED

1. Enclosed is the Advisory on the Orientation on Property and Supply Management System.
2. The activity which will be hosted by the Division of Cebu City will be held at Hotel Fortuna, 26 A. Borromeo St., Cebu City, Cebu on August 25 to 26, 2022.
3. Expected participants are the following:
  1. Regional IT Officer, Supply Officer, Accountant, Regional Director/Asst. Regional Director or Representative
  2. Division IT Officer, Supply Officer, Accountant, Schools Division Superintendent/Asst. Schools Division Superintendent or Representative
4. The participants through the Information Technology Officer are requested to register to this link <https://tinyurl.com/PropSupMgtSystemOrientation> on or before August 23, 2022.
5. The first meal to be served will be dinner on August 24, 2022. Last meal to be served will be morning snacks on August 27, 2022.
6. Travelling and other incidental expenses incurred by the participants in relation to this activity shall be charged against their respective Division MOOE or local funds subject to the usual auditing rules and regulations.
7. Immediate dissemination and compliance with this Memorandum is enjoined.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/ICTU/JPJ



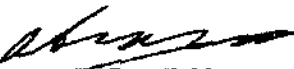
Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
Pasig City, Philippines

*Office of the Director*

**FOR** : **DR. SALUSTIANO T. JIMENEZ**  
Regional Director  
Region VII

**FROM** :   
**ABRAM Y.C. ABANIL**  
Director IV, ICTS

**SUBJECT** : **UPDATE ON OUA MEMO 00-0322-0205 "ORIENTATION  
ON PROPERTY & SUPPLY MANAGEMENT SYSTEM"  
FOR REGION VII CLUSTER**

**DATE** : August 12, 2022

---

In reference to the approved Memorandum 00-0322-0205 - *Orientation on Property & Supply management System* dated 29 March 2022. The Technology Infrastructure Division of Information and Communications Technology Service would like to update you to the following details:

**VENUE** : Hotel Fortuna, 26 A. Borromeo St., Cebu City, Cebu

**CHECK-IN** : August 24, 2022 – first meal will be Dinner

**CHECK-OUT** : August 27, 2022 – last meal will be Breakfast

All expenses (board, lodging, transportation/airfare and other allowable expenses) shall be charged against TID-ICTS fund.

Attached is the Program of Activities for your information and guidance.


Thank you.



Republic of the Philippines  
**Department of Education**  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
Pasig City, Philippines

*Office of the Director*

**FOR** : **DR. SALUSTIANO T. JIMENEZ**  
Regional Director  
Region VII

**FROM** :   
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Thank you.



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0322-0205**

**MEMORANDUM**

29 March 2022

For: **Regional Directors**  
**School Division Superintendents**  
**Regional and Division Supply Officers**  
**Regional and Division IT Officers**  
**Regional and Division Accountants**  
**All Others Concerned**

2

Subject: **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

The Office of the Undersecretary for Administration (OUA) informs all concerned on the upcoming two-day **Orientation on Property & Supply Management System** to address the following concerns in the implementation of the DepEd Computerization Program (DCP):

1. Inspection and acceptance protocols for the procurement of goods in the Department of Education
2. Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
3. Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes

Participants for this activity are the Regional and Division ITOs, Regional and Division Supply Officers and Regional and Division Accountants.

Attached is the schedule of the orientation per region.

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Offices.

Participants are requested to observe health and safety protocols during the activity.



Scan this QR Code to view  
Video and Images  
of Major Programs



**Office of the Undersecretary for Administration (OUA)**

*Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)*

Department of Education, Central Office, Meralco Avenuc, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@depcd.gov.ph](mailto:usec.admin@depcd.gov.ph); Facebook/Twitter @depedtayo

## PROGRAM OF ACTIVITIES

TIME	DAY 0	DAY 1	DAY 2	DAY 3
6:30AM		Breakfast	Breakfast	Breakfast
7:30AM		Registration of Participants	Registration of Participants	Home Sweet Home
8:00AM		Welcome Remarks Doxology  RD/ARD  Opening Remarks / Rationale ICTS Director	Inspection and acceptance protocols for the procurement of goods in the Department of Education  Asset Management Division	
10:00AM		Presentation of DCP Packages  Technology Infrastructure Division		
10:15AM		Internal Audit Concerns  Internal Audit Service		
12:00AM		LUNCH		
1:00PM		Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes  Accounting Division	Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers  AS Director	
5:00PM	Check-in			
6:30PM	Dinner	Dinner	Dinner	



**SCHEDULE AND DETAILS  
ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

CLUSTER	PARTICIPANTS	VENUE	DATE (Exclusive of Travel Time)
CAR	Regional and Division ITOs	TBA	June 23-24, 2022
REGION I			June 20-21, 2022
REGION II	Regional and Division Supply Officers	Regional Offices to facilitate the procurement of lease of venue catering services and accommodation	July 04-05, 2022
REGION III			July 07-08, 2022
NCR			July 18-19, 2022
REGION IV-A (CALABARZON)			July 21-22, 2022
REGION IV-B (MIMAROPA)			August 8-9, 2022
REGION V	Regional and Division Accountants		August 11-12, 2022
REGION VI			August 22-23, 2022
REGION VII			August 25-26, 2022
REGION VIII			September 5-6, 2022
REGION IX			September 8-9, 2022
REGION X			September 19-20, 2022
REGION XI			September 22-23, 2022
REGION XII			October 3-4, 2022
CARAGA			October 6-7, 2022

