



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region 1
City of San Fernando, La Union 2500



4CT

November 7, 2019

REGIONAL MEMORANDUM

No. 338, s. 2019

10A47

**CAPACITY BUILDING SEMINAR FOR SCHOOL SUPPLY OFFICERS &
NON-TEACHING SCHOOL PROPERTY CUSTODIANS IN REGION 1**

To : Schools Division Superintendents

1. The Department of Education through the Asset Management Division-Administrative Services (AMS-AS) shall conduct a Capacity Building Seminar for School Supply Officers & Non-Teaching School Property Custodians in Region 1 on November 12-14 at Purok Marcela Resort, Libsong West, Lingayen, Pangasinan.

2. This capacity building will enable the participants to:

- a) Learn and internalize the basic property and supply management;
- b) Understand various related laws and policies on asset management;
- c) Identify various DepEd guidelines related to their functions;
- d) Share experiences, including issues and concerns, and best practices in their performance of their functions
- e) Gain knowledge on facilitation and presentation skills; and
- f) Be able to prepare developmental intervention plan for their respective offices

3. Participants to this training are the following:

- a) Non-Teaching Supply Officers and Property Custodians 9
- b) Division Supply Officers
- c) Regional Supply Officer
- d) Regional Office (Asset Management Section)




4. Each participant must bring a laptop, extension cords and pocket wifis to be used during workshop.

5. Attached are the participants of the said activity and the program of activities.

Page 1 of 2



Document 2

 <p>Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ILOCOS SUR Bantay, Ilocos Sur</p> 	
To:	Elementary and Secondary School Heads
For information.	 JORGE M. REINANTE, CSEE, CEO VI, CESO V Schools Division Superintendent
<p>Quirino Boulevard, Zone V, Bantay, 2727 Ilocos Sur Tel. No.: (077) 722-2055 Fax No. (077) 722-7400 www.depidlocosur.xyz www.facebook.com/SDOlocosur</p> <p>"SMILE AND SERVE WITH A HAPPY HEART"</p>	




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6. Participants are advised to take the most economical means of transportation. They are expected to be at the venue on the night of Day 0 in time for the opening program at exactly 8:00 am on Day 1. First meal to be served will be dinner on Day 0(November 11) and the last meal is lunch on Day 3(November 14).

7. Expenses relative to the conduct of the activity such as transportation, board and lodging shall be charged against **OSAC Fund** and subject to usual accounting and auditing procedure.


8. For your information and guidance.


TOLENTINO G. AQUINO
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Incls: as stated

AMS/rjm 

DEPED REGIONAL OFFICE I
RELEASED
NOV 07 2019

BY: 



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LIST OF PARTICIPANTS

SDO Candon City	
1	Candon National High School
SDO Vigan City	
1	Ilocos Sure National High School
SDO Laoag City	
1	Ilocos Norte College of Arts and Trade
2	Ilocos Norte National High School
3	Ilocos Norte Regional School of Fisheries
SDO Alaminos City	
1	Alaminos City National High School
SDO Dagupan City	
1	Dagupan City National High School
SDO San Carlos City	
1	Speaker Eugenio Perez National Agricultural School
SDO San Fernando City	
1	La Union National High School
SDO Urdaneta City	
1	Urdaneta City National High School
SDO Batac City	
1	City of Batac National High School Poblacion
SDO Ilocos Norte	
1	Bacarra National High School
2	Bangui National High School
3	Burgos National High School
4	Ilocos Norte Agricultural College
5	San Nicolas National High School
6	Sarrat National High School
7	Solsona National High School
8	Wilbur C. Go National High School
SDO La Union	
1	Aringay National High School
2	Bacnotan National High School
3	Doña Francisca Lacsamana Memorial National High School
4	Luna National High School
5	Pres. Elpidio Quirino National High School
SDO Ilocos Sur	
1	Lussoc National High School
2	Naglaoa-an National High School
3	Narvacan National Central High School
4	San Juan National High School



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5	Sinait National High School
6	Sta. Maria National High School
7	Suyo National High School
8	Tagudin National High School
SDO Pangasinan 2	
1	Benigno V. Aldana National High School
2	Don Ramon E. Costales Memorial National High School
3	Eastern Pangasinan Agricultural College
4	Juan G. Macaraeg National High School
5	Manaoag National High School
6	Mangaldan National High School
7	Mataas na Paaralan ng Juan C. Laya
8	Rosales National High School
9	Tayug National High School
SDO Pangasinan 1	
1	Agno National High School
2	Anda National High School
3	Bayambang National High School
4	Bolinao School of Fisheries
5	Burgos National High School
6	Calasiao Comprehensive National High School
7	Daniel Maramba National High School
8	Eguia National High School
9	Mangatarem National High School
10	Pangasinan National High School
Division Supply Officers	
Regional Office – Asset Management Section	



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PARTS OF THE PROGRAM

DAY 1 | Nov 12
08:00 – 12:00PM

REGISTRATION / OPENING PROGRAM
Philippine National Anthem
Region 1 Hymn
Doxology

Presentation of Participants
Ms. ARLENE BENIOLA

Welcome Address
SDS SHEILA MARIE A. PRIMICIAS, CESO VI
SDO Pangasinan 1

Rationale & Training Objectives
MS. CORA RIVERA

Message

TOLENTINO G. AQUINO
Officer-In-Charge
Office of the Regional Director

1:00 – 5:00PM

Topic 1 – PMIS & Asset Registry
Mr. RUSSELL MILANES

DAY 2 | Nov 13
8:00 to 12:00PM

Topic 2 - General Guidelines of Property Management
Mr. MARLON MACALMA

1:00 TO 5:00PM

Topic 3 - Familiarization of Property Forms
Ms. BELINDA DECENA & Ms. ELIZABETH TABIN

7:00 TO 10:00PM

Socialization Night

DAY 3 | Nov 14
8:00 to 12:00PM

Sharing of Best Practices
(15 min. presentation per Division) Open Forum/
Issues and Concerns

Closing Program

1:00PM onwards

HOME SWEET HOME