



NOV 04 2010

DepEd MEMORANDUM  
No. **473**, s. 2010

**TRAINING OF TRAINORS ON THE USE OF THE ASSET  
MANAGEMENT SYSTEM (AMS)**

To: 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 (DepEd) through the Property Division-Administrative Service in partnership with the Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct the **Training of Trainors (TOT) on the Use of the Asset Management System (AMS)** by cluster on the following dates and venues:

Region	Date	Venue
<u>Cluster 1</u> Regions I, II, CAR, III, IV-CALABARZON and IV-MIMAROPA	November 23-26, 2010	NEAP Teachers Camp, Baguio City
<u>Cluster 2</u> Regions V, VI, VII, VIII, IX and NCR	November 30-December 3, 2010	Ecotech Cebu City
<u>Cluster 3</u> Regions IX, X, XI, XII and Caraga	December 7-10, 2010	NEAP RO XI Davao City

2. The training aims for the participants to:
- understand and appreciate the process flow used in the development of the AMS;
  - establish connection to the Virtual Private Network (VPN) as provided by the Technical Service-Information Communications Technology Unit (TS-ICTU) in order to access the AMS via internet;
  - be able to build up databases for various Asset Classification, Item Classification, Specific Item Description, Name of Personnel and Positions;
  - establish Organizational Structure such as Organizational Type and Units;
  - come up with step by step modules on the acceptance, recording, utilization of deliveries, transfer and disposal of unserviceable properties; and
  - prepare various reports as prescribed by the Commission on Audit (COA) for submission.



3. The participants to the training are selected regional and/or division supply officers and/or staff from different regional/division offices of the DepEd nationwide who have the potential and experienced as trainers. They should hold permanent appointments and must be computer literates. After the training, they are expected to conduct a replicate of this training program in their respective regions and divisions. The list of participants is enclosed.

4. The regional and division level trainings will be monitored by designated representatives from the Central Office using the process observation monitoring instrument. Schedules, venues and training mechanisms will be finalized in the re-entry action plans during the TOT. Guidelines on the allocation and utilization of funds for training subsidy for the regional and division trainings will be issued as soon as consolidated action plans on these trainings are completed.

5. The participants shall bring their own laptop computer provided by the Property Division and are expected to be at the venue at 5:00 pm on Day 0, that is, a day before the training proper. The first meal will be dinner on Day 0.

6. Travel and per diem of participants are chargeable to local funds while board and lodging expenses, travel and per diem of facilitators and resource persons, training package cost, supplies, function room rental, honoraria of external/non-DepEd resource persons and facilitators, and contingency funds are chargeable to Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations.

7. The list of confirmed participants per region must be submitted through telefax one (1) week before the start of each training to Ms. Nerissa L. Losaria, Chief, SDD-HRDS, DepEd Central Office, Meralco Avenue, Pasig City. For clarifications and questions, please contact Mr. Ariel C. Dagar at tel. nos.: (02) 633-7237/(02) 638-8638.

8. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUJISTRO FSC**  
Secretary

Encl.:  
As stated

Reference:  
None

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

OFFICIALS  
TRAINING PROGRAMS

## LIST OF PARTICIPANTS

# TRAINING OF TRAINORS ON THE USE OF THE ASSET MANAGEMENT SYSTEM

### CLUSTER I

#### Region I:

- |                            |   |                          |
|----------------------------|---|--------------------------|
| 1. ELVIRA BUENO            | - | Regional Office I        |
| 2. SAM LEGASPI             | - | Regional Office I        |
| 3. WEVELYN RIMANDO         | - | Division of La Union     |
| 4. FELMAR GAPAS            | - | Division of Ilocos Norte |
| 5. CARLOS GABRIEL ANNAGUEY | - | Division of Candon City  |

#### Region II:

- |                      |   |                           |
|----------------------|---|---------------------------|
| 1. JAIME COLAS       | - | Regional Office II        |
| 2. FRED LUNA         | - | Regional Office II        |
| 3. MILDRED TALIUAG   | - | Regional Office II        |
| 4. CHRISTOPHER DIEGO | - | Division of Cagayan       |
| 5. CIPRIANO V. JUAN  | - | Division of Nueva Vizcaya |

#### Region III:

- |                           |   |                                |
|---------------------------|---|--------------------------------|
| 1. FELISA R. EBREO        | - | Regional Office III            |
| 2. LIGAYA MIRANDA         | - | Regional Office III            |
| 3. DENNIS P. GARCIA       | - | Division of San Jose Del Monte |
| 4. DONNABELLE P. BAUTISTA | - | Division of Malolos City       |
| 5. JUN TURGO, JR.         | - | Division of Aurora             |

#### Region IV-A:

- |                     |   |                             |
|---------------------|---|-----------------------------|
| 1. VIRGINIA BAGACAY | - | Regional Office IV-A        |
| 2. ELLA BANQUIL     | - | Regional Office IV-A        |
| 3. JOANNA BERGONIO  | - | Division of Lipa City       |
| 4. RALPH CORONADO   | - | Division of Antipolo City   |
| 5. RYAN ROLLAN      | - | Division of Dasmariñas City |

#### Region IV-B:

- |                           |   |                              |
|---------------------------|---|------------------------------|
| 1. REYNALDO DE LEON       | - | Regional Office IV-B         |
| 2. DIEGO L. NADERA        | - | Regional Office IV-B         |
| 3. REMEDIOS PONCE DE LEON | - | Division of Palawan          |
| 4. MARY JANE B. GUAVIS    | - | Division of Oriental Mindoro |
| 5. CLAUDIO ORILLO         | - | Division of Marinduque       |

**CAR:**

- |                     |   |                     |
|---------------------|---|---------------------|
| 1. ROSITA SAKIWAT   | - | Regional Office–CAR |
| 2. SUSAN NERIS      | - | Regional Office-CAR |
| 3. NELMA LARDIZABAL | - | Division of Benguet |
| 4. HECTOR PASCUA    | - | Division of Apayao  |
| 5. DONALD GUABNA    | - | Division of Ifugao  |

**CLUSTER II**

**Region V:**

- |                       |   |                           |
|-----------------------|---|---------------------------|
| 1. MARLYN SANTOS      | - | Regional Office V         |
| 2. MALENE TORENTIRRA  | - | Regional Office V         |
| 3. DOMINGO A. DE ASIS | - | Division of Legaspi City  |
| 4. ELMER TENA         | - | Division of Camarines Sur |
| 5. MELITA CANTON      | - | Division of Naga City     |

**Region VI:**

- |                          |   |                               |
|--------------------------|---|-------------------------------|
| 1. JOEL ESPADA           | - | Regional Office VI            |
| 2. CORNELIO M. GANDICELA | - | Regional Office VI            |
| 3. LAILAH CAMBAS         | - | Division of Iloilo Province   |
| 4. CRISTINA BAUTISTA     | - | Division of Bago City         |
| 5. DELFIN MORANCIL       | - | Division of Negros Occidental |

**Region VIII:**

- |                        |   |                      |
|------------------------|---|----------------------|
| 1. ERNA PARINA         | - | Regional Office VIII |
| 2. JOJI SANTOS         | - | Regional Office VIII |
| 3. JENNETH S. LAGUNZAD | - | Regional Office VIII |
| 4. TESSIE VELOSO       | - | Division of E. Samar |
| 5. JOEL ORTEGA         | - | Division of Leyte    |

**Region IX:**

- |                           |   |                                 |
|---------------------------|---|---------------------------------|
| 1. CRISOLOGO SINGSON      | - | Regional Office IX              |
| 2. JASON LARUBIS          | - | Regional Office IX              |
| 3. SHERYL DIANNE ESTOQUE  | - | Division of Zamboanga del Norte |
| 4. EVELYN GRACE ORONG     | - | Division of Pagadian City       |
| 5. ROQUE LINN P. RAMAYRAT | - | Division of Isabela City        |

**NCR:**

- |                    |   |                             |
|--------------------|---|-----------------------------|
| 1. JOHN TRAJECO    | - | NCR- Regional Office        |
| 2. ALDRIN ENGRACIA | - | Division of Malabon.Navotas |
| 3. CYNTHIA GATAN   | - | Division of Las Pinas City  |

- |                  |   |                             |
|------------------|---|-----------------------------|
| 4. OSARLO CANTOS | - | Division of Makati City     |
| 5. JORGE ROMANO  | - | Division of Taguig, Pateros |

**CENTRAL :**

- |                       |   |               |
|-----------------------|---|---------------|
| 1. PERCIVAL GONZALES  | - | NETRC         |
| 2. JENA MAGTAAN       | - | BSE           |
| 3. TERESITA R. VIRGO  | - | HNC           |
| 4. FELISA D. REMO     | - | ACCOUNTING-CO |
| 5. CHOLITA TIONG      | - | ACCOUNTING-CO |
| 6. LUIS PURISIMA, JR. | - | PFSED-CO      |
| 7. REBECCA GUTIERREZ  | - | SCHOOL SITE   |
| 8. NOVELIO BUCAGO     | - | SDD-HRDS      |

**CLUSTER III**

**Region VII:**

- |                         |   |                          |
|-------------------------|---|--------------------------|
| 1. RAMON BUJAWE         | - | Regional Office VII      |
| 2. ROMMEL TANGGOL       | - | Regional Office VII      |
| 3. LORD JIM I. ALCUIZAR | - | Division of Carcar City  |
| 4. FRANCISCA KILAG      | - | Division of Toledo City  |
| 5. JULIUS CESAR GAMALLO | - | Division of Talisay City |

**Region X:**

- |                     |   |                              |
|---------------------|---|------------------------------|
| 1. IMELDA G. ROMA   | - | Regional Office X            |
| 2. EMMA BALAN       | - | Regional Office X            |
| 3. LORIMER JANUBAS  | - | Division of Misamis Oriental |
| 4. ANALYN G. JAMIRO | - | Division of Valencia City    |
| 5. JEMAR BOLANDO    | - | Division of Oroquieta City   |

**Region XI:**

- |                        |   |                             |
|------------------------|---|-----------------------------|
| 1. ALEX PAREDES        | - | Regional Office XI          |
| 2. MANOLITO AMANDORON  | - | Division of Davao del Sur   |
| 3. RENATO D. CALIPAYAN | - | Division of Digos City      |
| 4. STEPHEN ACOSTA      | - | Division of Davao City      |
| 5. EDEN CACHUELA       | - | Division of Davao Del Norte |

**Region XII:**

- |                        |   |                            |
|------------------------|---|----------------------------|
| 1. MELBOURNE BAUSTISTA | - | Regional Office XII        |
| 2. REY MANTIGUE        | - | Regional Office XII        |
| 3. ARTURO L. PORRAS    | - | Division of Sultan Kudarat |
| 4. ABRAHAM ITIL        | - | Division of South Cotabato |
| 5. DORIS A. AMBA       | - | Division of Cotabato       |

**CARAGA:**

- |                            |   |                              |
|----------------------------|---|------------------------------|
| 1. EVELYN SALACATA         | - | Regional Office CARAGA       |
| 2. ANTONIO SALAZAR         | - | Division of Surigao Sur      |
| 3. MAYALENE S. DELA RITA   | - | Division of Butuan City      |
| 4. MA. CORAZON C. PLASABAS | - | Division of Agusan Del Norte |
| 5                          | - | Division of Agusan Del Sur   |

**CENTRAL :**

- |                            |   |                   |
|----------------------------|---|-------------------|
| 1. CONSUELO QUITON         | - | BEE               |
| 2. LISA LONTOC             | - | BALS              |
| 3. NARCISA MAGNO           | - | NEAP              |
| 4. NELIZA ADVINCULA        | - | ACCOUNTING-CO     |
| 5. ANTONIA ALHAMBRA        | - | PFSED-CO          |
| 6. CAROLINA T. RIVERA      | - | IMCS-CO           |
| 7. JANE CONTAPAY           | - | TEACHERS CAMP     |
| 8. RAINIER CRUZ            | - | SDD-HRDS          |
| 9. ALEXANDER F. PAGATPATAN | - | PROPERTY DIVISION |

**AMS TRAINORS:**

- |                                    |   |                          |
|------------------------------------|---|--------------------------|
| 1. ALBERT C. ALANO                 | - | PROPERTY DIVISION        |
| 2. CARLITO ESPIRITU                | - | AMS CONSULTANT           |
| 3. FERDINAND SAN JOSE              | - | TECHNICAL SERVICE – ICTU |
| 6. EDGAR BALBIN                    | - | CO, PROPERTY DIVISION    |
| 4. (Speaker for Stress Management) |   |                          |

**FACILITATORS:**

- |                          |   |                        |
|--------------------------|---|------------------------|
| 1. MARIFIN DAVID         | - | CO, PROPERTY DIVISION  |
| 2. ROSEMARY NIÑA REYES   | - | CO, PROPERTY DIVISION  |
| 3. RONALD SURATOS        | - | CO, PROPERTY DIVISION  |
| 4. DENNIS ALLAN CRUZ     | - | CO, PROPERTY DIVISION  |
| 5. MA. ANNEBELLE DE ASIS | - | CO, PROPERTY DIVISION  |
| 6. MA. JACKIELYN HUTALLA | - | CO, PROPERTY DIVISION  |
| 7. ARNOLD DELA CRUZ      | - | CO, PROPERTY DIVISION  |
| 8. RONEL ARELLANO        | - | DIVISION OF PASAY CITY |
| 9. TERESO UBUNGIN        | - | REGIONAL OFFICE, NCR   |
| 10. ALIM MAGUINDANAO     | - | REGIONAL OFFICE, XI    |

**TECHNICAL SUPPORT:**

- |                              |   |          |
|------------------------------|---|----------|
| 1. JOSEPH NATHANIEL SANTIAGO | - | CO, ICTU |
|------------------------------|---|----------|

- 2. GILBERT MORONG - CO, Budget Division
- 3. MA. LEAH GENERALES - AMS, Consultant

**MANAGEMENT COMMITTEE:**

- 1. ENGR. OLIVER. R. HERNANDEZ
- 2. MARITNESS L. ABLAY
- 3. NANETTE LOSARIA
- 4. ARIEL DAGAR
- 5. MA. RHUNNA CATALAN – CO, Acctg. Division
- 6. (SDD Staff)
- 7. (SDD Staff)