



Republic of the Philippines
Department of Education

08 OCT 2013

DepEd MEMORANDUM
No. **187**, s. 2013

**CLUSTER ORIENTATION-WORKSHOPS ON THE 2013 NATIONAL LEARNING
RESOURCE DELIVERY AND SUPPLY/PROPERTY
MANAGEMENT PROGRAMS**

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

1. The Department of Education (DepEd), through the Instructional Materials Council Secretariat (IMCS) and Property Division of the Administrative Service (AS) of the Central Office, will conduct the **Cluster Orientation-Workshops on the 2013 National Learning Resource Delivery and Supply/Property Management Programs** from October to December 15, 2013. The final dates and venues of the workshops will be communicated directly to the participants and their superiors.
2. This activity aims to further improve the systems on utilization, on-site inspection, acceptance/rejection, delivery, distribution, storage, and proper care of centrally procured learning resources (K to 12 learning materials, manipulative toys, storybooks, audio-video materials, and non-book and non-print materials, among others) and the systems management of DepEd supplies, equipment, and other properties, including proper recording and disposal.
3. The orientation-workshops are designed to facilitate information dissemination on the processes, systems, and procedures on the proper implementation of guidelines in accomplishing inspection and delivery documents of centrally procured deliverables, in reporting defective and deficient deliveries, and in ensuring proper storage, care, and disposal of learning resources and other equipment or property procured by DepEd Central Office (CO).
4. Division supply officers, district supervisors, and designated property custodians of the districts and selected elementary schools are invited to attend this orientation-workshop on **official business**. The Program of Activities is contained in Enclosure No. 1 and the Breakdown of Participants per cluster is detailed in Enclosure No. 2.
5. The DepEd-IMCS and the Property Division will inform in writing and will directly contact the division offices (DOs) before the workshop. Participants from the district offices and elementary schools (to be selected by the DO) will be informed by the DOs through the issuance of a Division Memorandum.
6. Video and teleconferencing technology shall be utilized by DepEd CO at the venue (host divisions) for hard-to-reach divisions, districts, and critical areas with peace and order concerns.

7. The DO must strictly adhere to the number of participants, as indicated in Enclosure No. 2. Incoming or newly hired division supply officers, district supervisors, and designated property custodians from the district or selected elementary schools should be given preference to attend the workshop. Participants must bring with them a copy of the Travel Authority duly signed by their respective heads of offices. They are expected to be at the venue before 8:00 a.m. on the specified date of the workshop. No registration fee shall be collected.

8. Necessary and allowable expenses for the workshops, such as supplies and materials, communication, freight and travel expenses, board and lodging of DepEd CO officials and staff, facilitators, and secretariat and other incidental expenses, shall be charged to the textbook budget.

9. The cost for venue rental (conference room and use of audio-visual facilities, among others), meals (two snacks and lunch) and the reimbursement of transportation expenses (excluding per diem) of participants to and from the venue shall be downloaded to the host divisions, subject to usual accounting and auditing rules and regulations and in accordance with Republic Act No. 8194, also known as the *Government Procurement Reform Act*. Participants who are not supply officers, district supervisors, property custodians of district offices or from the selected elementary schools shall not be reimbursed of their transportation expenses. They shall only be provided with the workshop kits.

10. For queries or clarifications, interested individuals may contact **Mr. Antonio L. Tan** or **Ms. Siony T. Barrera** at telefax nos.: (02) 634-0901; (02) 631-4985 or at mobile phone nos.: 0928-696-0132; 0927-793-7331.

11. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

Reference:
DepEd Memorandum No.: 214, s. 2009

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

CONFERENCE
DELIVERY
INSTRUCTIONAL MATERIALS
WORKSHOPS

(Enclosure No. 1 to DepEd Memorandum No. 187, s. 2013)

**CLUSTER ORIENTATION- WORKSHOP ON THE
2013 NATIONAL LEARNING RESOURCE DELIVERY AND
SUPPLY/PROPERTY MANAGEMENT PROGRAMS**

PROGRAM OF ACTIVITIES

Registration/Attendance	IMCS/Property Division Secretariat
Opening Ceremony National Anthem Invocation	Host Division
Welcome Remarks	Host Division Official
Introduction of Participants Division Central Office	Host Division Supply Officer IMCS/Property Division Facilitator
Workshop Objectives and Mechanics	IMCS/Property Division Facilitator
National Learning Resource Delivery Program Supply & Property Management Program	IMCS Resource Speaker Property Division Resource Speaker
Systems, Processes & Procedures in the Procurement of: Various Instructional Materials Supply/Property & Other Goods	IMCS Resource Speaker Property Division Resource Speaker
Guidelines in the Utilization, Inspection, Delivery, Distribution, Acceptance/Rejection, Storage, & Proper Care of: Various Instructional Materials Supply/Property & Other Goods	IMCS Resource Speaker Property Division Resource Speaker
Processes and Procedures on Recording and Property Disposal (Roll-Out of Supply & Property Management Handbook)	Property Division Resource Speaker
Workshop Proper Revisiting Issuances relative to: Various Instructional Materials Supply & Property Management	IMCS Facilitator Property Division Facilitator
Open Forum (Issues & Concerns) Insights	IMCS/Property Division Facilitator
Closing Ceremony Distribution of Certificates Prayer	Host Division

EMCEE
(Host Division)

Instructional Materials Council Secretariat (IMCS)

2013 National Learning Resource Delivery and Supply/Property Management Programs

Division	DO Supply Officer	School District		Elem School Designated Property Custodian	Total Pax	(Host Division)
		District Supervisor	Designated Property Custodian			
Total No. of Pax	218	2,562	2,562	2,070	7,412	
Clusters 1A & 1B	3	31	31	20	85	
Ilocos Norte	1	23	23	10	57	DO Ilocos Norte
Laoag City	1	3	3	6	13	
Batanes	1	5	5	4	15	Video Conference
Clusters 2A & 2B	4	56	56	31	147	
Ilocos Sur	1	23	23	13	60	DO Ilocos Sur
Vigan City	1	3	3	4	11	
Candon City	1	2	2	6	11	
Abra	1	28	28	8	65	Video Conference
Clusters 3A, 3B, & 3C	5	62	62	49	178	
Pangasinan I	1	31	31	16	79	DO Pangasinan I
Alaminos City	1	3	3	7	14	
San Carlos City, Pang I	1	4	4	12	21	
La Union	1	22	22	9	54	Video Conference
San Fernando City, La Union	1	2	2	5	10	
Clusters 4A, 4B, & 4C	5	55	55	50	165	
Pangasinan II	1	32	32	14	79	DO Pangasinan II
Dagupan City	1	4	4	7	16	
Urdaneta City	1	2	2	9	14	
Benguet	1	14	14	11	40	Video Conference
Baguio City	1	3	3	9	16	
Clusters 5A, 5B, & 5C	4	74	74	35	187	
Cagayan	1	49	49	17	116	DO Cagayan
Tuguegarao City	1	4	4	6	15	
Kalinga	1	13	13	7	34	Video Conference
Apayao	1	8	8	5	22	
Clusters 6A, 6B, & 6C	4	55	55	60	174	
Isabela	1	43	43	23	110	DO Isabela
Cauayan City	1	5	5	13	24	
Ilagan City	1	3	3	18	25	
Santiago City	1	4	4	6	15	
Cluster 7A, 7B, & 7C	4	54	54	28	140	
Nueva Vizcaya	1	22	22	10	55	DO Nueva Vizcaya
Quirino	1	8	8	5	22	
Ifugao	1	12	12	7	32	Video Conference
Mt. Province	1	12	12	6	31	
Clusters 8A, 8B, & 8C	6	46	46	57	155	
Aurora	1	8	8	4	21	DO Nueva Ecija
Nueva Ecija	1	29	29	18	77	
San Jose City	1	2	2	10	15	
Muños Science City	1	1	1	7	10	
Cabanatuan City	1	4	4	11	20	
Gapan City	1	2	2	7	12	

Division	DO Supply Officer	School District		Elem School Designated Property Custodian	Total Pax	(Host Division)
		District Supervisor	Designated Property Custodian			
Clusters 9A & 9B	4	38	38	39	119	
Pampanga	1	28	28	14	71	DO Pampanga
Mabalacat City	1	3	3	8	15	
San Fernando City, Pampanga	1	3	3	8	15	
Angeles City	1	4	4	9	18	
Clusters 10A & 10B	5	35	35	42	117	
Bulacan	1	25	25	14	65	DO Bulacan
Malolos City	1	2	2	9	14	
Meycauayan City	1	2	2	5	10	
San Jose del Monte City	1	2	2	6	11	
Valenzuela City	1	4	4	8	17	
Clusters 11A, 11B, & 11C	6	67	67	52	192	
Tarlac	1	28	28	13	70	DO Tarlac
Tarlac City	1	5	5	18	29	
Zambales	1	16	16	7	40	Video Conference
Olongapo City	1	4	4	5	14	
Bataan	1	12	12	5	30	
Balanga City	1	2	2	4	9	
Clusters 12A, 12B, & 12C	6	63	63	52	184	
Sta. Rosa City	1	3	3	4	11	DO Laguna
Calamba	1	3	3	10	17	
Laguna	1	24	24	10	59	
San Pablo City	1	7	7	13	28	
Rizal	1	19	19	6	45	Video Conference
Antipolo City	1	7	7	9	24	
Clusters 13A, 13B, & 13C	4	60	60	40	164	
Quezon	1	45	45	20	111	DO Quezon
Lucena City	1	4	4	9	18	
Tayabas City	1	2	2	6	11	
Marinduque	1	9	9	5	24	Video Conference
Clusters 14A, 14B, & 14C	6	80	80	71	237	
Batangas	1	37	37	18	93	DO Batangas
Batangas City	1	7	7	16	31	
Tanauan City	1	4	4	9	18	
Lipa City	1	4	4	13	22	
Occidental Mindoro	1	15	15	9	40	Video Conference
Romblon	1	13	13	6	33	
Clusters 15A & 15B	7	53	53	50	163	
Cavite	1	23	23	10	57	DO Cavite
Bacoor City	1	2	2	5	10	
Cavite City	1	3	3	6	13	
Dasmariñas City	1	2	2	2	7	
Imus City	1	2	2	5	10	
Oriental Mindoro	1	18	18	12	49	
Calapan City	1	3	3	10	17	Video Conference

Division	DO Supply Officer	School District		Elem School Designated Property Custodian	Total Pax	(Host Division)
		District Supervisor	Designated Property Custodian			
Clusters 16A & 16B	2	38	38	33	111	
Palawan	1	35	35	18	89	DO Palawan
Puerto Princesa City	1	3	3	15	22	
Clusters 17A, 17B, & 17C	4	58	58	39	159	
Camarines Sur	1	38	38	17	94	DO Camarines Sur
Naga City	1	3	3	6	13	
Iriga City	1	3	3	8	15	
Camarines Norte	1	14	14	8	37	
Clusters 18A & 18B	5	56	56	49	166	
Albay	1	25	25	14	65	DO Albay
Ligao City	1	3	3	11	18	
Legaspi City	1	4	4	9	18	
Tabaco City	1	4	4	8	17	DO Albay
Catanduanes	1	20	20	7	48	Video Conference
Clusters 19A & 19B	4	58	58	51	171	
Sorsogon	1	20	20	14	55	DO Sorsogon
Sorsogon City	1	4	4	13	22	
Masbate	1	32	32	17	82	Video Conference
Masbate City	1	2	2	7	12	
Clusters 20A & 20B	7	27	27	43	104	
City of Manila	1	6	6	15	28	DO Manila
Pasay City	1	4	4	4	13	
City of Makati	1	6	6	6	19	
Las Piñas City	1	2	2	4	9	
Taguig / Pateros Cities	1	4	4	6	15	
Muntinlupa City	1	2	2	4	9	
Parañaque City	1	3	3	4	11	
Clusters 21A & 21B	8	44	44	53	149	
Marikina City	1	2	2	3	8	DO Quezon City
Quezon City	1	19	19	19	58	
San Juan City	1	2	2	2	7	
Mandaluyong City	1	2	2	3	8	
Pasig City	1	5	5	6	17	
Caloocan City	1	7	7	11	26	Video Conference
Malabon City	1	5	5	6	17	
Navotas City	1	2	2	3	8	
Clusters 22A & 22B	3	40	40	31	114	
Aklan	1	19	19	10	49	DO Aklan
Capiz	1	18	18	13	50	
Roxas City	1	3	3	8	15	
Clusters 23A, 23B, & 23C	5	91	91	70	257	
Iloilo	1	52	52	20	125	DO Iloilo
Iloilo City	1	7	7	10	25	
Guimaras	1	8	8	19	36	
Passi City	1	2	2	7	12	
Antique	1	22	22	14	59	Video Conference

Division	DO Supply Officer	School District		Elem School Designated Property Custodian	Total Pax	(Host Division)
		District Supervisor	Designated Property Custodian			
Clusters 24A, 24B, & 24C	10	74	74	95	253	
Negros Occidental	1	37	37	17	92	DO Negros Occidental
Silay City	1	4	4	6	15	
Bacolod City	1	7	7	9	24	
Bago City	1	4	4	7	16	
Kabankalan City	1	5	5	14	25	
La Carlota City	1	3	3	5	12	
San Carlos City, Neg. Occ.	1	5	5	12	23	
Escalante City	1	2	2	5	10	Video Conference
Cadiz City	1	4	4	10	19	
Sagay City	1	3	3	10	17	
Clusters 25A & 25B	2	54	54	22	132	
Bohol	1	52	52	19	124	DO Bohol
Tagbilaran City	1	2	2	3	8	
Clusters 26A, 26B, & 26C	7	40	40	70	157	
Dumaguete City	1	3	3	4	11	DO Negros Oriental
Negros Oriental	1	23	23	14	61	
Bayawan City	1	2	2	11	16	
Tanjay City	1	3	3	9	16	
Bais City	1	2	2	8	13	
Guihulngan City	1	2	2	11	16	
Siquijor	1	5	5	13	24	Video Conference
Clusters 27A, 27B, 27C, 27D, & 27E	10	96	96	87	289	
Cebu	1	54	54	18	127	DO Cebu
Carcar City	1	2	2	7	12	
Naga City	1	3	3	5	12	
Bogo City	1	2	2	5	10	
Cebu City	1	16	16	14	47	
Danao City	1	4	4	9	18	
Lapu-Lapu City	1	4	4	9	18	
Mandaue City	1	4	4	5	14	
Talisay City	1	3	3	5	12	
Toledo City	1	4	4	10	19	
Clusters 28A, 28B, 28C, & 28D	5	85	85	62	237	
Leyte	1	60	60	19	140	DO Leyte
Tacloban City	1	6	6	8	21	
Baybay City	1	4	4	14	23	
Ormoc City	1	6	6	17	30	
Billiran	1	9	9	4	23	Video Conference
Clusters 29A, 29B, & 29C	4	80	80	51	215	
Samar (Western Samar)	1	29	29	20	79	DO Samar
Catbalogan City	1	5	5	10	21	
Calbayog City	1	10	10	5	26	
Northern Samar	1	36	36	16	89	Video Conference
Cluster 30A, 31B, & 30C	4	54	54	44	156	
Eastern Samar	1	27	27	13	68	DO Eastern Samar
Borongan City	1	3	3	10	17	

Division	DO Supply Officer	School District		Elem School Designated Property Custodian	Total Pax	(Host Division)
		District Supervisor	Designated Property Custodian			
Southern Leyte	1	20	20	9	50	Video Conference
Maasin City	1	4	4	12	21	
Clusters 31A & 31B	3	44	44	36	127	
Zamboanga del Norte	1	35	35	19	90	DO Zamboanga del Norte
Dapitan City	1	5	5	10	21	
Dipolog City	1	4	4	7	16	
Clusters 32A, 32B, & 32C	4	65	65	50	184	
Zamboanga del Sur	1	32	32	20	85	DO Zamboanga del Sur
Pagadian City	1	5	5	12	23	
Zamboanga City	1	12	12	5	30	Video Conference
Zamboanga Sibugay	1	16	16	13	46	
Clusters 33A & 33B	7	82	82	79	250	
Cagayan de Oro City	1	9	9	14	33	DO Misamis Oriental
Misamis Oriental	1	23	23	10	57	
Gingoog City	1	6	6	15	28	
El Salvador City	1	2	2	3	8	
Camiguin	1	4	4	11	20	Video Conference
Lanao del Norte	1	25	25	10	61	Video Conference
Iligan City	1	13	13	16	43	
Clusters 34A & 34B	3	40	40	40	123	
Bukidnon	1	30	30	16	77	DO Bukidnon
Malaybalay City	1	6	6	13	26	
Valencia City	1	4	4	11	20	
Clusters 35A & 35B	4	31	31	38	104	
Misamis Occidental	1	16	16	9	42	DO Mismis Occidental
Oroquieta City	1	6	6	9	22	
Ozamis City	1	5	5	9	20	
Tangub City	1	4	4	11	20	
Cluster 36A, 36B, & 36C	6	48	48	39	141	
Compostela Valley	1	13	13	10	37	DO Davao de Norte
Davao Oriental	1	9	9	5	24	
Mati City	1	10	10	4	25	
Davao del Norte	1	10	10	5	26	
Panabo City	1	3	3	9	16	
Tagum City	1	3	3	6	13	
Clusters 37A, 37B, & 37C	4	48	48	38	138	
Davao del Sur	1	22	22	12	57	DO Davao City
Davao City	1	20	20	9	50	
Digos City	1	3	3	7	14	
Island Garden City of Samal	1	3	3	10	17	
Clusters 38A, 38B, & 38C	5	69	69	45	188	
Saranggani	1	22	22	7	52	DO Saranggani
General Santos City	1	15	15	14	45	
South Cotabato	1	18	18	9	46	Video Conference
Koronadal City	1	6	6	9	22	
Cotabato City	1	8	8	6	23	

Division	DO Supply Officer	School District		Elem School Designated Property Custodian	Total Pax	(Host Division)
		District Supervisor	Designated Property Custodian			
Clusters 39A & 39B	4	87	87	45	223	
Sultan Kudarat	1	28	28	10	67	DO Sultan Kudarat
Tacurong City	1	5	5	5	16	
North Cotabato	1	49	49	19	118	Video Conference
Kidapawan City	1	5	5	11	22	
Cluster 40A & 40B	5	66	66	40	177	
Agusan del Norte	1	16	16	6	39	DO Agusan del Norte
Butuan City	1	13	13	3	30	
Cabadbaran City	1	3	3	5	12	
Agusan del Sur	1	29	29	14	73	Video Conference
Bayugan City	1	5	5	12	23	
Clusters 41A & 41B	7	71	71	52	201	
Surigao del Norte	1	13	13	5	32	DO Surigao del Norte
Surigao City	1	8	8	13	30	
Siargao	1	12	12	4	29	Video Conference
Dinagat Islands	1	8	8	3	20	
Surigao del Sur	1	24	24	12	61	
Bislig City	1	4	4	10	19	
Tandag City	1	2	2	5	10	
Cluster 42	3	19	19	22	63	
Basilan	1	10	10	4	25	Video Conference
Lamitan City	1	5	5	8	19	
Isabela City, Basilan	1	4	4	10	19	
Clusters 43A & 43B	2	37	37	12	88	Video Conference
Lanao del Sur I-A	1	19	19	5	44	
Lanao del Sur I-B	1	18	18	7	44	
Clusters 44A & 44B	3	44	44	23	114	
Lanao del Sur II-A	1	20	20	6	47	
Lanao del Sur II-B	1	15	15	4	35	
Marawi City	1	9	9	13	32	
Clusters 45A & 45B	2	49	49	16	116	
Maguindanao I	1	29	29	8	67	
Maguindanao II	1	20	20	8	49	
Cluster 46	3	38	38	19	98	
Sulu I	1	10	10	6	27	
Sulu II	1	10	10	6	27	
Tawi-Tawi	1	18	18	7	44	