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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave. Pasig City

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

Telefax: 631-84-92
Direct Line: 633-72-03
Trunk Line: 632-13-61 locals 2006, 2105
E-mail add: asecra@j-next.net
Website: <http://www.deped.gov.ph>

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DepED MEMORANDUM

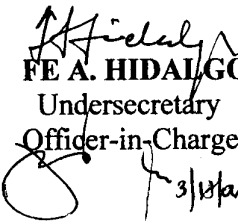
No. **130**, s. 2006

***1ST NATIONAL CONVENTION AND SEMINAR ON SCHOOL SUPPLY
MANAGEMENT – A REVIEW OF CURRENT ISSUES AND CONCERNS***

TO: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Head of Units
Regional Directors
Schools Division Superintendents
Regional/Division Supply Officers
All Concerns

1. The Supply Officers Association of the DepED National Capital Region in collaboration with the Property Division, Administrative Service of DepED Central Office, will hold the 1st National Convention and Seminar on School Supply Management on April 19-21, 2006 at the Days Hotel, Tagaytay City.
2. The Seminar aims to update the Supply Officers in the current COA rules and regulations and various provisions of RA 9184 regarding Supply and Property Management specifically in acquisition, utilization and disposal of school properties.
3. Participants to the convention will be the Supply Officers of the DepED Central Office, Bureaus/Services/Centers/Units, Regional and Division Supply Officers. Attendance to this convention/seminar will be on official business.

4. A registration fee of Five Thousand Pesos Only (P 5,000.00) will be charged each participant to cover food, accommodation three (3) days stay at Days Hotel, Tagaytay City, kits and materials, honoraria, rentals of equipment etc..
5. Members of the different working committees shall be considered participants and shall pay the registration fee. For preparatory activities, the committee members are authorized to travel one (1) day before the convention.
6. Expenses on registrations, travel and other incidental expenses are authorized, chargeable to MOOE Funds of the Division and or local funds, subject to the usual accounting and auditing rules and regulations.
7. For reservation, please contact Mr. Ronnel Arellano at telefax no.831-66-60. The enclosed confirmation of attendance must be received by this Office on or before March 31, 2006.
8. Immediate and wide dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

3/18/06

Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

CONVENTIONS
EMPLOYEES
SOCIETY or ASSOCIATIONS