



Tanggapan ng Kalihim
Office of the Secretary

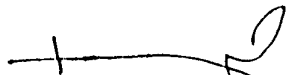
DepED Memorandum
No. 336 s. 2007

AUG 22 2007

**NATIONAL SEMINAR-WORKSHOP OF REGIONAL AND
DIVISION SUPPLY OFFICERS**

- To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Director of Services/Centers & Heads of Units
Schools Division/City Superintendents
Head, Public Elementary & Secondary Schools
1. The Department of Education through the Property Division, Administrative Service in Central Office will conduct a National Seminar-Workshop of all Regional and Division Supply Officers on October 8 – 12, 2007 at Ecotech, Lahug, Cebu City.
 2. The objectives of this seminar-workshop are to:
 - a. Critique the draft DepED Handbook on Supply and Property Management.
 - b. Review and agree to the modified version of Property and Supply Management Information System (PSMIS) developed by Basic Education Assistance for Mindanao (BEAM).
 - c. Evaluate the regional consolidated inventory report prepared by the Regional Supply Officers.
 3. Expected participants are Supply Officers from Central / Regional /Division Offices. Attendance to this seminar-workshop is a must and no proxy is allowed.
 4. A registration fee of Five Thousand Pesos (P 5,000.00) will be charged to each participant to cover expenses for board and lodging, kits, incidental expenses, honorarium / extra duty allowances and other related training expenses.
 5. The members of the Secretariat shall be considered participants and shall pay the registration fee in full.

6. Registration fee, traveling expenses / transportation expenses, per diems, etc. of participants coming from the region and division levels shall be charged to their respective local funds, while participants coming from the Central Office shall be charged to the OSEC Funds subject to the usual accounting and auditing rules and regulations.
7. Participants are requested to confirm their participation by accomplishing the enclosed confirmation sheet and submit/fax to the Property Division, Administrative Service, DepED Central Office, Pasig City before the scheduled seminar at telefax no. (02) 633-72-17 and (02) 636-05-51.
8. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIT, JR.
Undersecretary
Officer-in-Charge

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
WORKSHOPS

**NATIONAL SEMINAR-WORKSHOP OF REGIONAL AND
DIVISION SUPPLY OFFICERS**

CONFIRMATION SLIP

(Please fill up this form and send to the Secretariat through telefax No. 635-0551)

	SEX
Name of Participants :	_____

REGION _____ **Office Address:**

Telephone/Telefax No.:

Mobile Phone No.:

Submitted by:

Signature of Head of Office:
