



Republic of the Philippines
Department of Education

31 OCT 2018

DepEd MEMORANDUM
No. **172**, s. 2018

**2018 DEPARTMENT OF EDUCATION NATIONAL SUPPLY OFFICERS
ASSOCIATION NATIONAL CONVENTION**

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs and Unit Heads
All Others Concerned

1. The Department of Education (DepEd), through the Administrative Service-Asset Management Division (AS-AMD), and the Department of Education National Supply Officers Association (DENSOA), will hold the **2018 DENSOA National Convention** with the theme Asset Management: A Responsibility and Accountability from November 25 to 29, 2018 (inclusive of travel time) at the Garden Orchid Hotel, Zamboanga City.


2. The convention aims to:

- a. gather all members of DENSOA in order to develop camaraderie, unity, and linkages among and between the participants in the central office (CO), regional office, and schools division offices;
- b. present to the participants the latest policies and updates related to Delivery, Inspection, Acceptance, and Recording of Assets and draft of Contract Implementation and Inspection Protocol (CIIP);
- c. discuss various issues and concerns, together with the different stakeholders (DBM, COA, DepEd offices) and program implementers of various big ticket projects, and come up with possible agreements; and
- d. impart the importance of strengthening networking, collaboration, and convergence among participants, regardless of their levels of positions and responsibilities.

3. The participants of this convention are the administrative officers from the central, regional, and schools division offices handling Asset Management Division/Sections, Property and Supply Units, whether permanent, acting officer-in-charge or designated in concurrent capacity. In addition, the regional engineers, regional information technology officers, regional BLR coordinators, as program implementers of big ticket projects, shall join with their counterpart regional supply officers.

4. The DepEd Region IX, the host region, will be in-charge of the over-all preparation and conduct of this activity, in coordination with the AMD (CO-AS).

5. Expenses to be incurred for board and lodging, supplies and other materials, communication, professional fees, contingency, and travel expenses of the CO personnel, including airfare of resource persons, and committee members, shall be charged to CO GASS MOOE 2018 Funds. On the other hand, travel expenses of the other participants from the field offices shall be charged to their respective local funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.
6. To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at the bit.ly/densoa_2018 on or before **November 20, 2018**. The **No confirmation, No Accommodation** policy will be strictly implemented; thus, timely compliance to the deadline of confirmation is enjoined.
7. Participants must check in at the venue on **November 25, 2018**, with dinner as the first meal. The program proper is on **November 26** until check out on **November 29**, with breakfast as the last meal.
8. The regional directors and schools division superintendents are directed to ensure participation of their supply officers and authorized participants identified in Item no. 3 of this Memorandum. Otherwise, a written explanation must be submitted and addressed to **Director Robert M. Agustin**, Administrative Service.
9. For more information, contact **Ms. Maritess L. Ablay**, Chief Administrative Officer, Administrative Service-Asset Management Division, Ground Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 635-0551.
10. Immediate dissemination of this Memorandum is desired.


ATTY. NEPOMUCENO A. MALALUAN
Undersecretary
Officer-in-Charge

Reference:

DepEd Memorandum No. 192, s. 2017

To be indicated in the Perpetual Index
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