



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
Government Center, Candahug, Palo, Leyte



January 18 2017

**REGIONAL MEMORANDUM**

No. **018**, 2017

**REGIONAL MEETING ON ASSET MANAGEMENT**

To: Schools Division Superintendents

1. A Regional Meeting on Asset Management will be held on **February 15, 2017, 8:00 AM**. The venue shall be announced in another memorandum.
2. The objectives of the meeting are to:
  - a. discuss requirements, issues and concerns relative to deliveries; and
  - b. synchronize 2017 Annual Implementation Plan of the Supply Unit of the Region with those of the Schools Divisions.
3. The participants are the following:

	No. of Participants	TOTAL
SDO - Division AO V	1 per SDO	13
Division Supply Officer	1 per SDO	13
RO RD	1	1
ARD	1	1
Supply Officer Designate	1	1
Supply Office Personnel	2	2
<b>TOTAL</b>		<b>31</b>

4. Expenses for 2 meals and 1 snack (breakfast, lunch and AM snack) shall be charged to the Regional Supply Section Fund, while travelling and lodging expenses of participants to their local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Regional Memorandum are desired.

  
**RAMIR B. UYTICO, Ed.D., CESO IV**  
OIC-Regional Director

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