



Republic of the Philippines
Department of Education

30 AUG 2019

DepEd MEMORANDUM
No. **103**, s. 2019

**NATIONAL CONFERENCE OF THE DEPARTMENT OF EDUCATION
SUPPLY OFFICERS**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd), through the Administrative Service-Asset Management Division (AS-AMD) and the DepEd National Supply Officers Association (DENSOA), will hold the **National Conference of the DepEd Supply Officers** with the theme, Reaching Out for the Last Mile Schools from September 24 to 27, 2019 at the Travelers Hotel, Subic Bay Freeport Zone, Zambales.

2. The conference aims to:

- a. gather all supply officers composed of administrative officers (AOs) handling Asset Management Division/Property and Supply Units in the regional and schools division offices (SDOs) respectively, including property custodians in selected implementing units;
- b. present to the participants the latest updates and policies related to their functions;
- c. discuss relevant issues and concerns on property and supply management and come up with possible agreements;
- d. develop camaraderie, unity, and linkages among and between the participants in the central office (CO), regional office (RO), and SDOs; and
- e. impart the targets and agenda of the administration in reaching out for the last mile schools in DepEd.

3. The target participants in the convention are the AOs from CO, ROs, and SDOs handling Asset Management divisions/sections, Property and Supply Units, whether in permanent, acting, officer-in-charge or designated in concurrent capacity.

4. DepEd Region III, as the host region, will be in-charge of the overall participation and conduct of this activity, in coordination with the AMD-CO.

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 the resource persons, and committee members, shall be charged to CO GASS MOOE 2019 Funds. On the other hand, travel expenses of the other participants from 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 bit.ly/DENSOA_2019 on or before **September 20, 2019**. Please note that a No Confirmation, No Accomodation policy will be strictly implemented; thus, timely compliance to the deadline of confirmation is enjoined.
7. Participants must check in at the venue on **September 24, 2019** with dinner as the first meal. The program proper is on **September 25, 2019** until check out on **September 27, 2019**, with breakfast as the last meal.
8. For more information, please contact **Ms. Maritess L. Ablay**, Chief, Asset Management Division, Ground Floor, Alonzo Building, Department of Education (DepEd) Central Office, Meralco Avenue, Pasig City through telephone no. (02) 635-0551.
9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:

DepEd Memorandum No. 172, s. 2018

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

BUREAUS AND OFFICES
CONVENTION
OFFICIALS
SOCIETY OR ASSOCIATION