



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2024- 0109

To : **MAYA FLAMINDA G. JUANICH**, Administrative Officer IV-Supply

Subject: **CONDUCT OF NATIONAL CONFERENCE OF DEPED  
SUPPLY OFFICERS**

Date : August 14, 2024

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You are hereby advised to attend the conduct of National Conference of DepEd Supply Officers on September 25-28, 2024 at Baguio Teachers Camp, Baguio City.

Travel and other incidental expenses related to the attendance of the abovementioned activity shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.

For strict compliance.

  
**JINKY B. FIRMAN, CESO VI**  
OIC-Schools Division Superintendent 

Enclosed: as stated  
OSDS/mfg

**RELEASED**

**AUG 15 2024**

RECORDS SECTION SDO PANABO CITY  
BY 



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Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)8231469, (084) 628 4066  
Email: [panabocity.division@deped.gov.ph](mailto:panabocity.division@deped.gov.ph)



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Republic of the Philippines  
Department of Education  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**

AD-2024-156

To : Assistant Regional Director  
Schools Division Superintendents

Subject : CONDUCT OF THE NATIONAL CONFERENCE OF DEPED  
SUPPLY OFFICERS

Date : August 12, 2024

Herewith is the Unnumbered Memorandum dated August 2, 2024 from the Office of the Undersecretary for Human Resource and Organizational Development, and Administration relative to the conduct of the **National Conference of DepEd Supply Officers on September 25-28, 2024** inclusive of travel time, at Baguio Teachers Camp, Baguio City with the theme: "Building a Unified Approach: Excellence in Property and Supply Management".

Anent to this, the following personnel are hereby directed to attend:

Name of Supply Officer	Office
1. Charles G. Saguibo	RO XI
2. Zaldy Boy C. Nemenzo	RO XI
3. Francisco P. Pancho	SDO Davao City
4. Marion A. Espenoza	SDO Davao de Oro
5. Aldrin S. Gevila	SDO Davao del Norte
6. Romeo M. Yting	SDO Davao del Sur
7. Leni G. Macarandas	SDO Davao Occidental
8. Elizabeth D. Lorin	SDO Davao Oriental
9. Donna D. Miguelles	SDO IGACOS
10. Heidi B. Escalona	SDO Digos City
11. Mary Loraine G. Borda	SDO Mati City
12. Maya Flaminda G. Juanich	SDO Panabo City
13. Hilda J. Hildawa	SDO Tagum City

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance on or before August 23, 2024 through <https://forms.office.com/r/i5qFeB60Hw>.

Travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

Information, details and guidelines on the conference is provided under the Unnumbered Memorandum dated August 10, 2024 issued by the Chief Administrative Officer of the Asset Management Division.

For more information, details, queries and other concerns, coordinate with Albert C. Alano, Chief of the Asset Management Division through (02) 8635-0551 or at [albert.alano@deped.gov.ph](mailto:albert.alano@deped.gov.ph), copy furnished as [amd@deped.gov.ph](mailto:amd@deped.gov.ph).

For immediate dissemination and strict compliance.

ALLAN G. FARNAZO  
Director IV

Enclosed: As stated.

ROA4/AMS/cgs

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

BY: ✓ DATE: 13, 2024  
36178



Republika ng Pilipinas  
**Department of Education**  
ADMINISTRATIVE SERVICE

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**Asset Management Division**

**MEMORANDUM**

TO : Regional Supply Officers  
Division Supply Officers  
All Others Concerned

8-1b-24

FROM : ALBERT C. ALANO  
Chief Administrative Officer  
Asset Management Division

SUBJECT : CONDUCT OF THE NATIONAL CONFERENCE OF DEPED  
SUPPLY OFFICERS

DATE : August 10, 2024

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The Administrative Service-Asset Management Division is pleased to announce the upcoming National Conference of DepEd Supply Officers, which will gather all Supply Officers composed of Administrative Officers handling Asset Management Sections/Property and Supply Units in Regional and School Division Offices. The conference will focus on presenting the latest updates and policies, discussing relevant issues and concerns, identifying process gaps for a unified quality control plan, and sharing the administration's targets and agenda for the MATATAG initiatives.

**National Conference Details:**

Date: September 25-28, 2024

Time: Opening at 8:00 AM

Venue: Baguio Teachers Camp, Baguio City

Registration Link: <https://forms.office.com/r/i5qFeB60Hw>

To all participants, please be guided by the following:

1. All participants are expected to arrive on September 25, 2024 as registration will start at 1:00pm of the same day.
2. Pre-registration is required to guarantee the count of participants arriving before the scheduled opening day. Once registered, participants will be counted on the official list.
3. In case of non-appearance of those who registered a justification will be required unless item number 4 is satisfied.
4. Replacements of participants will not be allowed. However, only designated Officers-in-Charge (OIC) with proper designation paper will be permitted to attend in place of registered participants.

6. Drivers, and other companions of participants are not covered by the expenses provided for the official participants. Any costs incurred by these individuals must be borne by them personally or by their respective offices.
7. Arrangements for drivers and companion of participants, which include tasks such as securing additional rooms or fulfilling any other requests they may have, must be handled independently by the official participants or their respective offices.

We look forward to your active participation and valuable contributions to the success of this conference. For more information, details, queries and other concerns, you may contact the Asset Management Division through telephone number (02) 8635-0551 or electronic mail address as.amd@deped.gov.ph

Thank you for your cooperation.

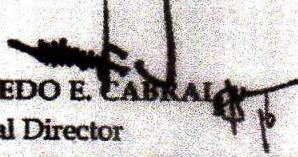


Republic of the Philippines  
Department of Education  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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MEMORANDUM

TO : Regional Directors  
Schools Division Office  
All Other Concerned

FROM :   
WILFREDO E. CABRAL  
Regional Director  
Officer-in-Charge, Office of Undersecretary  
Human Resource and Organizational Development, and  
Administration

SUBJECT : CONDUCT OF NATIONAL CONFERENCE OF DEPED SUPPLY  
OFFICERS

DATE : August 2, 2024

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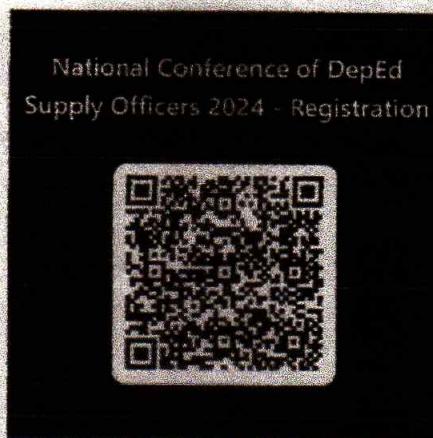
The Department of Education, through the Administrative Service - Asset Management Division (AS-AMD), Administrative Service will hold the **National Conference of DepEd Supply Officers**, on September 25-28, 2024 (inclusive travel time), Baguio Teachers Camp, Baguio City. The theme for this year's National Conference is: **"Building a Unified Approach: Excellence in Property and Supply Management"**.

The conference aims to:

- a. gather all Supply Officers composed of Administrative Officers handling Asset Management Sections / Property and Supply Units in the regional and schools' division offices;
- 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 ways forward;
- d. identify gaps in the processes across all governance levels to achieve one quality control plan; and
- e. impart the targets and agenda of the administration for the MATATAG initiatives.

The target participants in this conference are the Supply Officers from the Regional and Division Offices that are handling Asset Management Sections and Property and Supply Units, whether in permanent, acting, officer-in-charge or designated in concurrent capacity.

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance on or before August 23, 2024, through online registration at <https://forms.office.com/r/i5qFeB60Hw> or scan QR code below:



Participants must check in at the venue on **September 25, 2024**, with breakfast as the first meal. The program proper will start on **September 25, 2024** until **September 28, 2024** with lunch as the last meal.

All travel expenses incurred by 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.

For more information, details, queries and other concerns, kindly coordinate with Mr. Albert C. Alano, Chief of the Asset Management Division through telephone number (02) 8635-0551 or electronic mail address [albert.alano@deped.gov.ph](mailto:albert.alano@deped.gov.ph), copy furnish [as.amd@deped.gov.ph](mailto:as.amd@deped.gov.ph)