



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

November 25, 2019

DIVISION MEMORANDUM

NO. 820, S. 2019

**CAPACITY BUILDING SEMINAR FOR DESIGNATED SCHOOL PROPERTY CUSTODIANS
ON PROPERTY AND SUPPLY MANAGEMENT**

To: Assistant Schools Division Superintendents
Division Chief
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public/Private Secondary School Heads
All Others Concerned

1. Relative to the Regional Memorandum No. ~~0073~~ 2019, the Asset Management Section, Administrative Service Division will conduct a Capacity Building Seminar for School Property Custodians on December 4-6, 2019 at Golden Peak Hotel, Cebu City.
2. The Seminar will enable the participants to:
 - a. Learn and internalize the basics of property and supply management;
 - b. Understand various relative laws and policies on asset management;
 - c. Identify various DepEd Guidelines and relative to their functions; and
 - d. Share experiences, including issues and concerns, and best practices in the performance of their functions.
3. The Following are the participants of this activity:
 - a. Henry L. Balahan
 - b. Amabel A. Herrera
 - c. Marx Lee T. Bador
 - d. Eric Retes
 - e. Pearlle Tinguha
 - f. NOHS Junior High Property Custodian
 - g. Bindoy Junior High Property Custodian
 - h. Mabinay 2 District Custodian
4. All Participants must register online using this site deped.in/R7PropertySeminar on or before November 28, 2019, Check-in shall be 2:00pm December 3, 2019 (Tuesday) and first meal on December 3, 2019. Check-out shall be 12:00 noon of December 6, 2019 and last meal shall be lunch on the same day.
5. Travel Expenses of all participants shall be charged against their local funds. All Expenses are subject to the usual accounting and auditing rules and regulations.
6. For Clarifications or inquiries, you may contact Mr. Henry L. Balahan of Division of Negros Oriental at 09275779746.
7. This serves as your **Travel Order**.
8. For your information and guidance.

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SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

11/26/19

27 NOV 2019

Tel. Nos: (035) 225-2838 / 225-0667/422-7644 (Division Supp's Office); (035) 225-1622 (CID); (035) 225-1622 (Legal Section);
(035) 225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Records Section);
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)