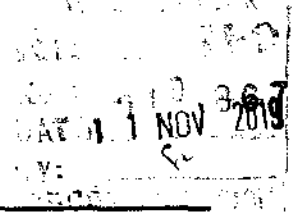




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



November 7, 2019

TRAVEL ORDER
NO. 1591, S. 2019

TO : HENRY L. BALAHAN

OFFICE: : Division of Negros Oriental

PURPOSE: : National Training Workshop of DepEd Supply Officers

DATE OF TRAVEL : November 12 to November 15, 2019


VENUE/PLACE : Selah Pods Hotel, David St. cor. PH, San Hose, F.B Harrison St. Pasay City

ALLOWED/CHARGED TO: *(Division MOOE funds subject to the usual accounting and auditing rules and regulations)*

_____: Registration

_____: Meals and accommodation

X : Transportation/per diem & other incidental expenses


SENEN P. PAULIN, CESO V
Schools Division Superintendent
11/7/19 8



Republic of the Philippines
Department of Education

Administrative Service
Asset Management Division


November 4, 2019

Please be advised that due to unavoidable administrative constraints, the conduct of National Training Workshop of DepEd Supply Officers (Batch 2) has been moved to **November 12-15, 2019** at **Selah Pods Hotel, David St. cor PH, San Hose, F.B. Harrison St, Pasay City**.

All other provisions contained in the memorandum relative to the conduct of the aforementioned activity are still in effect.

For inquiries, please contact Ms. Maritess L. Ablay, Chief, Asset Management Division Ground floor Teodora Alonzo Building, Department of Education (DepEd) Central Office, Meralco Avenue, Pasig City through telephone no. (02) 8-635-0551.

Immediate dissemination of this Advisory is desired.


Atty. SALVADOR C. MALANA III
Assistant Secretary
for Procurement and Administration





Republic of the Philippines
Department of Education
Administrative Service
Asset Management Division

MEMORANDUM

To: **All Regional Directors
All Schools Division Superintendents**

Subject: **TRAINING OF TRAINERS FOR THE CAPACITY
BUILDING SEMINARS FOR REGIONAL AND DIVISION
SUPPLY OFFICERS**

Date: 2 October 2019

The DepEd Supply Officers and Property Custodians plays an important role in ensuring that all acquired assets of the Department are managed and accounted efficiently and effectively. The gravity of the responsibilities and accountabilities attached to their functions must be equated with appropriate knowledge and skills on property and supply management, to guarantee deeper understanding on the existing policies, laws and procedures that will guide their actions and decisions in accordance with the standard process and guidelines.

In this regard, the Department, through the Asset Management Division (AMD)-Administrative Service, will conduct Two (2) Batches of Training of Trainers (ToT) for the upcoming Capacity Building Seminars for School Property Custodians.

This capacity building seminar will enable the participants to:

- a. learn and internalize the basic property and supply management;
- b. understand various related laws and policies on asset management;
- c. identify various DepEd guidelines related to their functions;
- d. share experiences, including issues and concerns, and best practices in the performance of their functions;
- e. gain knowledge on facilitation and presentation skills; and
- f. be able to prepare developmental intervention plan for their respective offices.

Generally, this training is intended for the administrative officers with present assignments in Property and Supply (Asset Management) in the regional and schools division offices who will be trained as Resource Persons, Facilitators, Presenters, and Program Managers of their local capacity building seminars to their respective designated Property Custodians. **Proxy and substitute are not allowed.**

The Schedule of the two (2) batches of NToT are as follows:

| Batch | Regions | Schedule | Host | No. of Pax |
|-------|---|---------------------|------------------|------------|
| 1 | CAR, I, II, III, NCR, IV-A, IV-B and V | October 15-19, 2019 | Region V (Albay) | 133 |
| 2 | VI, VII, VIII, IX, X, XI, XII, CARAGA, and ARMM | October 27-31, 2019 | NCR (Pasay) | 143 |

Participants are advised of the following dates:

| Batch | Deadline of Confirmation | Check-in (2PM onwards) | Inclusive Dates of Training | Check-Out (before 12NN) |
|-------|--------------------------|----------------------------------|-----------------------------|-------------------------|
| 1 | October 10 | October 15 (First Meal - Dinner) | October 16-18 | October 19 (AM Snacks) |
| 2 | October 22 | October 27 (First Meal - Dinner) | October 28-30 | October 31 (AM Snacks) |

Certificate of Participation shall only be given to participants who have completed the training from Day 1 to Day 3.

To ensure accommodation and availability of training kits, authorized participants are requested to register at <https://tinyurl.com/NTOTBatch1> (for Luzon) and <https://tinyurl.com/NTOTBatch2> (for Visayas and Mindanao) on or before the deadline of confirmation stated above.

Expenses to be incurred for board and lodging, supplies and materials, communications, professional fees, contingency and travel expenses of the CO personnel, including airfare of the resource persons and committee members shall be charged to 2019-OPDNSP Fund. On the other hand, travel expenses of the participants 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, please contact Ms. Maritess L. Ablay, Chief, Asset Management Division (AMD), Ground Floor, Alonzo Building, DepED Complex, Meralco Avenue, Pasig City through telephone number 635-05-51.

For your information and guidance.


ATTY. SALVADOR C. MALANA III
Assistant Secretary for Procurement and Administration