



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

APR 22 2022

REGIONAL MEMORANDUM
No. 443, s. 2022

ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM

To: Schools Division Superintendents

1. Attached is OUA Memo 00-0322-0205 dated March 29, 2022, as regards the upcoming two- day Orientation on Property & Supply Management System.
2. The two- day orientation will address the concerns in the implementation of the DepEd Computerization Program (DCP), specifically on the different concerns by the Asset Management Section, Accounting Section, and the ICT Unit.
3. Participants of the activity are the Regional and SDO ITOs, Regional and SDO Supply Officers, and the Regional and SDO Accountants. Attached is the schedule of the orientation per region. For the venue, a separate memorandum will be issued.
4. Transportation expenses of participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations. Participants are also requested to observe health and safety protocols during the activity.
5. Immediate dissemination and compliance to this memorandum is enjoined.

For the Regional Director:


RONALD B. CASTILLO
Director III

Encls: OUA Memo 00-0322-0205
Reference: OUA Memo 00-0322-0205
To be indicated in the Perpetual Index
under the following subjects:

DCP Orientation Property & Supply Management System

AD-AMS/rnb/RegionalMemorandum- Property & Supply Management System
April 21, 2022



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QUAD 00-0322-0205
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0322-0205
MEMORANDUM
29 March 2022

For: **Regional Directors**
School Division Superintendents
Regional and Division Supply Officers
Regional and Division IT Officers
Regional and Division Accountants
All Others Concerned

Subject: **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

The Office of the Undersecretary for Administration (OUA) informs all concerned on the upcoming two-day **Orientation on Property & Supply Management System** to address the following concerns in the implementation of the DepEd Computerization Program (DCP):

1. Inspection and acceptance protocols for the procurement of goods in the Department of Education
2. Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
3. Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes

Participants for this activity are the Regional and Division ITOs, Regional and Division Supply Officers and Regional and Division Accountants.

Attached is the schedule of the orientation per region.

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Offices.

Participants are requested to observe health and safety protocols during the activity.



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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PROGRAM OF ACTIVITIES

TIME	DAY 0	DAY 1	DAY 2	DAY 3
6:30AM		Breakfast	Breakfast	Breakfast
7:30AM		Registration of Participants	Registration of Participants	
8:00AM		Welcome Remarks Doxology RD/ARD Opening Remarks / Rationale ICTS Director	Inspection and acceptance protocols for the procurement of goods in the Department of Education Asset Management Division	Home Sweet Home
10:00AM		Presentation of DCP Packages Technology Infrastructure Division		
10:15AM		Internal Audit Concerns Internal Audit Service		
12:00AM		LUNCH		
1:00PM		Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes Accounting Division	Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers AS Director	
5:00PM	Check-in			
6:30PM	Dinner	Dinner	Dinner	



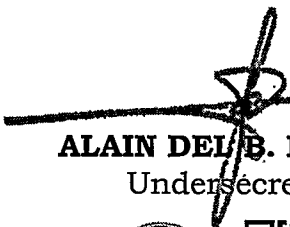
**SCHEDULE AND DETAILS
ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

CLUSTER	PARTICIPANTS	VENUE	DATE (Exclusive of Travel Time)
CAR	Regional and Division ITOs	TBA	June 23-24, 2022
REGION I			June 20-21, 2022
REGION II	Regional and Division Supply Officers	Regional Offices to facilitate the procurement of lease of venue catering services and accommodation	July 04-05, 2022
REGION III			July 07-08, 2022
NCR			July 18-19, 2022
REGION IV-A (CALABARZON)			July 21-22, 2022
REGION IV-B (MIMAROPA)			August 8-9, 2022
REGION V	Regional and Division Accountants		August 11-12, 2022
REGION VI			August 22-23, 2022
REGION VII			August 25-26, 2022
REGION VIII			September 5-6, 2022
REGION IX			September 8-9, 2022
REGION X			September 19-20, 2022
REGION XI			September 22-23, 2022
REGION XII			October 3-4, 2022
CARAGA			October 6-7, 2022



For further inquiries and clarification on this matter, please contact Engr. Ofelia L. Algo, Information Technology Officer III, Chief - Technology Infrastructure Division, at phone numbers +632.8 6332363/+639088782413 or email at ofelia.algo @deped.gov.ph.

Thank you.


ALAIN DEL B. PASCUA
Underscretary



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