



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM


No. 947 s. 2024

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

To: Schools Division Superintendents

1. Attached is DepEd- Central Office Memorandum from the Office of Undersecretary for Human Resources and Organizational Development, and Administration re: the Conduct of the National Conference of Department of Education Supply Officers on September 25-28, 2024 (inclusive travel time) at the Baguio Teacher's Camp, Baguio City, with the theme "Building a Unified Approach: Excellence in Property and Supply Management".
2. The attached DepEd Memorandum explicitly discusses the objectives of the said national conference. The target participants in the convention are the Administrative Officers from the Regional and Schools Division Offices that are handling Asset Management Sections and Property and Supply Units. Participants are encouraged to confirm their attendance by accessing the link <https://forms.office.com/r/i5qFcB60Hw> or scan the QR Code in the attached memorandum on or before August 23, 2024.
3. Identified 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.
4. All travel expenses to be incurred by the participants shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance with this memorandum is enjoined.

For the Regional Director


ARNOLD I. VINO
 Chief Administrative Officer
 Finance Division
 Caretaker

Encl.: As Stated
 Reference: As Stated
 To be indicated in the Perpetual Index
 Under the following subjects:

NATIONAL CONFERENCE SUPPLY OFFICERS

AD-AMS/rrnb/NationalConference
 July 18, 2024

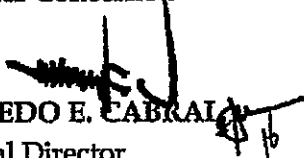




Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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

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, copy furnish as.amd@deped.gov.ph