



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
SFHS Compound, Misamis St., Bago Bantay, Quezon City



September 22, 2009

MEMORANDUM TO:

**Elementary School Principals
Division Supply Officer
Elementary School Custodians**

Enclosed is a Regional Memorandum No. 497 s. 2009 issued by **TERESITA G. DOMALANTA, CESO III**, Director IV, relative to the conduct of **SEMINAR-WORKSHOP ON PROCUREMENT PROCEDURE, PROPERTY AND SUPPLY MANAGEMENT SYSTEM** in separate batches, **BATCH I** October 8-9, **BATCH II** October 15-16, **BATCH III** October 22-23, **BATCH IV** November 5-6, **BATCH V** November 12-13, **BATCH VI** November 19-20, **BATCH VII** November 26-27, 2009 at the Regional Educational Learning Center (RELC), Cepeda St., Concepcion, Marikina City. List of participants are scheduled as follows:

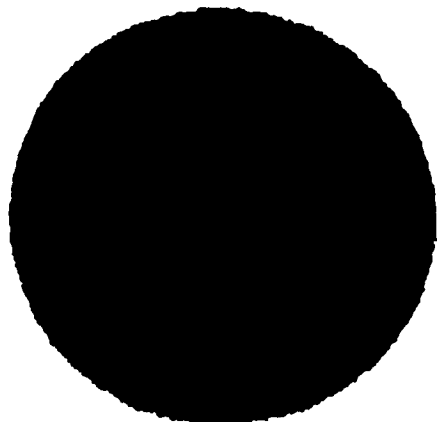
BATCH I	- School District I, II, III
BATCH II	- School District IV, V, VI
BATCH III	- School District VII, VIII, IX
BATCH IV	- School District X, XII
BATCH V	- School District XI
BATCH VI	- School District XIII, XIV, XV
BATCH VII	- School District XVI, XVII, XVIII, XIX

Registration Fee of Two Thousand Two Hundred Fifty Pesos (P2,250.00) shall be charged against MOOE, subject to auditing rules and regulations.

Confirmation slip shall be submitted to Division Supply Officer, this Division, a week before the scheduled activity.

For immediate and wide dissemination.


VICTORIA O. FUENTES
Schools Division Superintendent



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Mitamis, Bago Bantay, Lungsod Quezon
(Mitamis St., Bago Bantay, Quezon City)

Enclosure no.2

**SEMINAR-WORKSHOP ON PROCUREMENT PROCEDURE,
PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

REGION _____
DIVISION _____
SCHOOL _____
CONTACT Nos/Tel _____
Batch No. _____

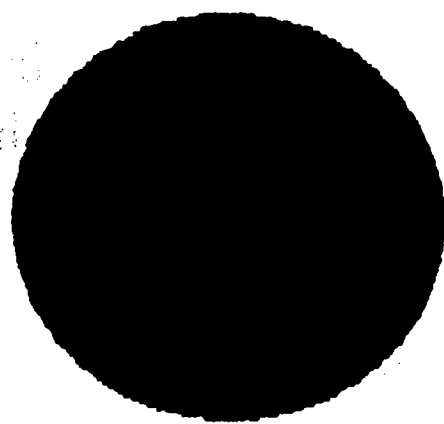
Mobile no. _____

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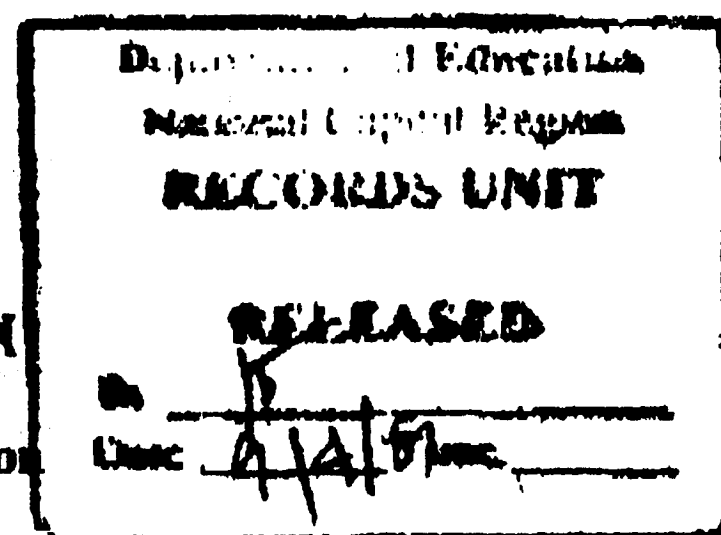
Submitted by :

Signature Over Printed Name
Authorized Official

"Character, Competence, Excellence and Distinction"



Republika ng Pilipinas
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KAGAWARAN NG EDUKASYON
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PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



September 4, 2009

REGIONAL MEMORANDUMNo. 427 s. 2009**CONDUCT OF SEMINAR-WORKSHOP ON PROCUREMENT
PROCEDURE, PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

To: Schools Division Superintendents
Elementary Schools Principals
Division Supply Officer
All Concerned

1. The Department of Education-National Capital Region (DepEd-NCR) through the DepEd NCR Supply Officers' Association will conduct a series of Seminar-Workshops, at the Regional Educational Learning Center (RELC), Cepeda St., Concepcion, Marikina City, on the Procurement Procedures, Property Inventory, Utilization and Disposal and other concerns on the selective Pre-Audit of government transactions.
2. The Seminar-Workshop aims to :
 - a. ensure the procurement practitioners to develop a clear understanding and knowledge on the proper procedure on procurement from planning, acquisition posting to Phil GEPS, procurement, acceptance, recording, utilization, inventory and disposal.
 - b. disseminate information on the selective pre-Audit as reinstituted by the Commission on Audit (COA) as per COA Circular No. 2009-002 dated May 18, 2009.
 - c. orient the school officials on the various documentary requirements and or forms used as attachments to every subject transaction.
 - d. assist participants on hands-on registration to the PhilGEPS

3. Target participants are the Elementary School Heads/Principals and Elementary School Custodians. For proper coordination, attached is the schedule, number of participants for respective batches for each schools division and confirmation slip for participants.
4. A registration fee of P 2, 250.00 shall be charged to each participant. This will be used to cover payments for resource speaker, seminar kits, meals, accommodation, charged against M.O.O.E. subject to auditing and accounting rules and regulation.
5. Confirmation slip of participants shall be submitted to their respective Division Supply Officers at least two (2) weeks before the scheduled activity. For inquiries or clarifications, please contact Mr. TERESO D.L UBUNGIN Jr. at Tel. no. 9294315 Mobile no. 09166170532.
6. Immediate and wide dissemination of this memorandum is desired.

Janet G. Domalanta
TERESITA G. DOMALANTA, CESO III
Director IV *Janet*

Encls. :

As stated

To be indicated in the **PERPETUAL INDEX**
under the following subjects:

POCUREMENT
PROPERTY