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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 7, 2022

OFFICE MEMORANDUM

No. **367**, s. 2022

To: FUNCTIONAL DIVISION CHIEFS
SECTIONS AND UNITS
All Others Concerned

**ONE-DAY CONFERENCE OF DESIGNATED PROPERTY CUSTODIANS IN
THE REGIONAL OFFICE ON SPECIFICATIONS OF OFFICE SUPPLIES,
MATERIALS, AND PPE INVENTORY CODING**

1. In line with the goal of streamlining the process of identifying appropriate specifications of office supplies, materials, and PPEs to be entered in the PPMP, the Asset Management Section (AMS) shall conduct a **One-Day Conference of Designated Property Custodians in the Regional Office on Specifications of Office Supplies, Materials, and PPE Inventory Coding** on August 19, 2022 at 8:00 a.m. at the RELC Mess Hall.
2. This activity aims to:
 - a. provide guidance on the identification, use, and management of items to ensure that such follow the general sections on procurement and delivery;
 - b. specify and streamline the guidelines for the accurate assessment of office supplies, materials and PPEs; and
 - c. concentrate on delivery, receipt, and rejection of office supplies, materials, and PPEs vis-à-vis security considerations and inspection of deliveries.
3. All Functional Divisions, Sections, and Units in DepEd Regional Office VIII shall nominate their designated property custodians to participate in the aforementioned activity.
4. Enclosed is a copy of the Conference Program of Activities.



5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Director IV


AD-AMS-MLFP

