



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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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 @depd.gov.ph.

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



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**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	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		



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	Home Sweet Home
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	
10:00AM		Presentation of DCP Packages Technology Infrastructure Division		
10:15AM		Internal Audit Concerns Internal Audit Service		
12:00AM		LUNCH		
1:00PM		Check-in	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				
6:30PM	Dinner	Dinner	Dinner	

