





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 activity.





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)]

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. PASCU

Undersecretary





SCHEDULE AND DETAILS ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM

CLUSTER	PARTICIPANTS	VENUE	DATE
			(Exclusive of Travel
			Time)
CAR	Regional and	TBA	June 23-24, 2022
REGION I	Division ITOs		June 20-21, 2022
REGION II		Regional Offices	July 04-05, 2022
REGION III	Regional and	to facilitate the	July 07-08, 2022
NCR	Division Supply	procurement of	July 18-19, 2022
REGION IV-A	Officers	lease of venue	July 21-22, 2022
(CALABARZON)		catering	
REGION IV-B	Regional and	services and	August 8-9, 2022
(MIMAROPA)	Division Accountants	accommodation	
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

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