



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

October 01, 2024

OFFICE MEMORANDUM
AD-AMS-2024- 499

YEAR-END CONFERENCE OF DEPED REGIONAL OFFICE VIII PROPERTY CUSTODIAN

To: Director III
Functional Division Chiefs
Members of RO VIII Property Custodian
All Others Concerned

1. This is to inform all concerned that there will be a Conference of all Regional Property Custodians on November 27, 2024, at 9:00 AM and venue to be announced later on separate memorandum.
2. The agenda for this conference are as follows:
 - a. Re-orientation of the preparation of Purchase Request and Purchase Order;
 - b. Year-end inventory for PPE/ Semi-expendable and Office Equipment;
 - c. Disposal Process; and
 - d. Other matters
3. Expenses for two (2) snacks and one (1) lunch as well the venue rental and other incidental expenses shall be charged against AD fund subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO III
Regional Director



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