



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

June 05, 2025

REGIONAL MEMORANDUM

No. **628** s.2025

**MID-YEAR CONFERENCE OF DIVISION SUPPLY OFFICERS OF DEPARTMENT OF
EDUCATION REGION VIII**

To: Assistant Regional Director
Schools Division Superintendents
Schools Division Supply Officers
All Others Concerned

1. This Office, through the Administrative Division – Asset Management Section, shall conduct its Mid-Year Conference for School Division Office Supply Officers on June 23 to 24, 2025.
2. The agenda for this conference are as follows:
 - a. Inventory of all items (both in good condition and damaged) hauled from the TRANSPAC Regional Warehouse;
 - b. Hauling of misdelivered items to other regions;
 - c. Inventory of hauled items from various suppliers;
 - d. Status and updates on the One-Time Cleansing at the Regional Office and School Division Office level; and
 - e. Other matters
3. The first meal will be served during the morning snacks on June 23, 2025 and the last meal will be the afternoon snacks on June 24, 2025
3. Expenses for the food and other training cost shall be charged against AD fund while travel and incidental expenses of SDO participants against their MOOE/ local 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

Enclosure: None

Reference: None

To be indicated in the Perpetual Index under the following subject

CONFERENCE
DIVISION SUPPLY OFFICERS
ORIENTATION



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