



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

July 9, 2026

**REGIONAL MEMORANDUM**

No. **855** s.2026

**YEAR-END 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 Year-End Conference for School Division Office Supply Officers on November 25 to 26, 2026, at 8:30 a.m. at the DepEd RO 8 RELC-NEAP HALL 2.
2. The agenda for this conference are as follows:
  - a. Discussion on the updates of SME Delivery Status per SDO;
  - b. Discussion on the Best Practices on Disposal per SDO;
  - c. Discussion on the topic “Salient Features of RA 12009”; and
  - d. Other matters.
3. The first meal will be served during the morning snacks on November 25, 2026, and the last meal will be breakfast on November 26, 2026.
4. Expenses for the food and other training costs 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.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**SALUSTIANO T JIMENEZ, JD, EdD, CESO III**  
Regional Director

Enclosure: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

CONFERENCE  
DIVISION SUPPLY OFFICERS  
ORIENTATION



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