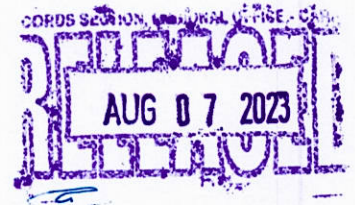




Republic of the Philippines
Department of Education
CARAGA REGION



August 2, 2023

REGIONAL MEMORANDUM
No. 723, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ORIENTATION ON PROPER DISPOSAL FOR UNSERVICEABLE AND OUT-OF-WARRANTY DCP PACKAGES CUM IT OFFICERS AND SUPPLY OFFICERS INTERFACE MEETING.

1. The DepEd Caraga Regional Office, in collaboration with the ICT Unit (ICTU) and Asset Management Unit (AMU), will be conducting an Orientation on proper disposal for unserviceable and out-of-warranty DCP packages cum IT Officers and Supply Officers interface meeting on August 16-17, 2023, at RJS / Gloretto Luxury Hotel, Butuan City.
2. The objectives of the activity are as follows:
 - a. To orient the participants on the proper steps and processes in disposing of unserviceable and out-of-warranty DCP packages in schools.
 - b. To facilitate an interface between IT Officers and Supply Officers, specifically focusing on the delivery and proper disposal of DCP packages.
 - c. To provide updates on activities from the Asset Management Unit and ICT Unit.
3. Meals and snacks as well as accommodation shall be charged against RO MOOE Funds. On the other hand, travel expenses and per diem of the participants shall be charged to downloaded DCP Funds subject to the usual accounting and auditing rules and regulations.
4. The first provision will be breakfast on August 16, 2023, while the last provision will be PM snacks on August 17, 2023.
5. With this, all Schools Division Superintendents are directed to require their Division IT Officers and Supply Officers to attend the activity.



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6. Immediate dissemination of this memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

FLORDELISA R. DALIN, Ed.D.
Chief Education Supervisor
Human Resource Development Division

Encl/s.: None
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

DCP IMPLEMENTATION

INTERFACE MEETING

ITO MEETING

ORD/mma
08/02/2023



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