



Republic of the Philippines
Department of Education
CARAGA REGION



May 22, 2023

REGIONAL MEMORANDUM

No. 0416, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SUPPLY OFFICERS
This Region

SEMI-ANNUAL CONVERGENCE MEETING OF REGIONAL AND DIVISION
SUPPLY OFFICERS FOR THE FIRST SEMESTER OF 2023

1. There shall be the conduct of Semi-Annual Convergence Meeting of Regional and Division Supply Officers for the First Semester of 2023 on June 23, 2023, at the Mezzanine, DepEd Caraga Regional Office, J.P. Rosales Avenue, Butuan City.
2. The objectives of this one-day activity are to:
 - a. Identify existing rules and policies of supply and property management implemented in the Region;
 - b. Share practices that require improvement for immediate action;
 - c. Draft recommendations for a contextualized policy implementation.
3. Participants in this activity are personnel from the Asset Management Unit of the Regional Office and the Division Supply Officers of the Schools Division Offices.
4. Expenses incurred during this activity are chargeable against the Regional MOOE funds subject to usual accounting and auditing rules and regulations. Travel expenses, accommodation, and per diem of the Division participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl: None

Reference: None

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

CONVERGENCE

MEETINGS

POLICIES

SUPPLY

ASD/zfb
05/22/2023



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