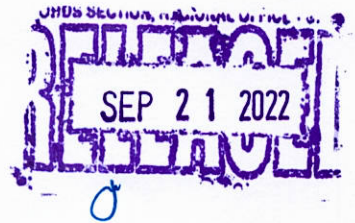




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



September 21, 2022

REGIONAL MEMORANDUM  
No. 0827, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS  
Division IT Officers  
Division Accountants  
Division Supply Officers  
All Others Concerned  
This Region

**ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

1. The Department of Education thru the Information and Communication Technology Service (ICTS) will conduct an "Orientation on Property and Supply Management System" on October 5-6, 2022 at Hotel Oasis, Butuan City.
2. The aim of this activity is to address concerns in the implementation of DepEd Computerization Program (DCP):
  - Inspection and acceptance protocol for the procurement of goods in the Department of Education
  - Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
  - Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes.
3. The participants of this activity are the Regional and Division IT Officers, Regional and Division Accountants, and Regional and Division Supply Officers. Also, SDO-Butuan City as the host division should organize a team that is in charge to the overall management of the activity.
4. With this, all Schools Division Superintendents are directed to require their identified participants to attend the activity.
5. Board and lodging, meals and snacks shall be charged against Computerization Program Fund downloaded to SDO-Butuan. Travel expenses and per diem shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 



Address: J.P. Rosales Avenue,  
Butuan City  
Trunkline No: (085) 342-8207  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph



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Encl/s.: NONE  
Reference/s: OUA Memo 00-0322-0205  
To be indicated in the Perpetual Index  
under the following subjects:

|     |                 |      |
|-----|-----------------|------|
| DCP | ITO ORIENTATION | PSMS |
|-----|-----------------|------|

ICT/mma  
09/21/2022



OUAD00-0322-0205  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0322-0205**

**MEMORANDUM**

29 March 2022

For: **Regional Directors  
School Division Superintendents  
Regional and Division Supply Officers  
Regional and Division IT Officers  
Regional and Division Accountants  
All Others Concerned**

Subject: **ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

The Office of the Undersecretary for Administration (OUA) informs all concerned on the upcoming two-day **Orientation on Property & Supply Management System** to address the following concerns in the implementation of the DepEd Computerization Program (DCP):

1. Inspection and acceptance protocols for the procurement of goods in the Department of Education
2. Delineation of duties, responsibilities and accountabilities of the Information Technology Officers (ITOs) and Supply Officers
3. Compliance to the provisions of the Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes

Participants for this activity are the Regional and Division ITOs, Regional and Division Supply Officers and Regional and Division Accountants.

Attached is the schedule of the orientation per region.

Transportation expenses of participants shall be charged to local funds. However, funds for venue and accommodation will be downloaded to the Regional Offices.

Participants are requested to observe health and safety protocols during the activity.



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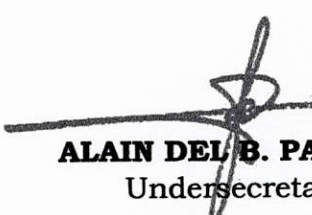
**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

For further inquiries and clarification on this matter, please contact Engr. Ofelia L. Algo, Information Technology Officer III, Chief - Technology Infrastructure Division, at phone numbers +632.8 6332363/+639088782413 or email at ofelia.algo@deped.gov.ph.

Thank you.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary  
  
  
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**SCHEDULE AND DETAILS**  
**ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT SYSTEM**

| CLUSTER                  | PARTICIPANTS                          | VENUE                                                                                                | DATE<br>(Exclusive of Travel Time) |
|--------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------|
| CAR                      | Regional and Division ITOs            | TBA                                                                                                  | June 23-24, 2022                   |
| REGION I                 |                                       |                                                                                                      | June 20-21, 2022                   |
| REGION II                | Regional and Division Supply Officers | Regional Offices to facilitate the procurement of lease of venue catering services and accommodation | July 04-05, 2022                   |
| REGION III               |                                       |                                                                                                      | July 07-08, 2022                   |
| NCR                      |                                       |                                                                                                      | July 18-19, 2022                   |
| REGION IV-A (CALABARZON) |                                       |                                                                                                      | July 21-22, 2022                   |
| REGION IV-B (MIMAROPA)   | Regional and Division Accountants     |                                                                                                      | August 8-9, 2022                   |
| REGION V                 |                                       |                                                                                                      | August 11-12, 2022                 |
| REGION VI                |                                       |                                                                                                      | August 22-23, 2022                 |
| REGION VII               |                                       |                                                                                                      | August 25-26, 2022                 |
| REGION VIII              |                                       |                                                                                                      | September 5-6, 2022                |
| REGION IX                |                                       |                                                                                                      | September 8-9, 2022                |
| REGION X                 |                                       |                                                                                                      | September 19-20, 2022              |
| REGION XI                |                                       |                                                                                                      | September 22-23, 2022              |
| REGION XII               |                                       |                                                                                                      | October 3-4, 2022                  |
| CARAGA                   |                                       |                                                                                                      | October 6-7, 2022                  |



PROGRAM OF ACTIVITIES

| TIME    | DAY 0    | DAY 1                                                                                                              | DAY 2                                                                                                                                      | DAY 3           |
|---------|----------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 6:30AM  |          | Breakfast                                                                                                          | Breakfast                                                                                                                                  | Breakfast       |
| 7:30AM  |          | Registration of Participants                                                                                       | Registration of Participants                                                                                                               | Home Sweet Home |
| 8:00AM  |          | Welcome Remarks<br>Doxology<br><br>RD/ARD<br><br>Opening Remarks / Rationale<br>ICTS Director                      | Inspection and acceptance protocols for the procurement of goods in the Department of Education<br><br>Asset Management Division           |                 |
|         |          | 10:00AM                                                                                                            | Presentation of DCP Packages<br><br>Technology Infrastructure Division                                                                     |                 |
|         |          | 10:15AM                                                                                                            | Internal Audit Concerns<br><br>Internal Audit Service                                                                                      |                 |
| 12:00AM |          |                                                                                                                    | LUNCH                                                                                                                                      |                 |
| 1:00PM  | Check-in | Government Accounting Manual (GAM) on the delivery, inspection and acceptance processes<br><br>Accounting Division | Delineation of duties, responsibilities and accountabilities of the Information Technology Officers and Supply Officers<br><br>AS Director |                 |
| 5:00PM  |          |                                                                                                                    |                                                                                                                                            |                 |
| 6:30PM  | Dinner   | Dinner                                                                                                             | Dinner                                                                                                                                     |                 |

