



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 17, 2025

REGIONAL MEMORANDUM

No. 1248, s. 2025

To: Schools Division Superintendents
All Others Concerned

SEMI-ANNUAL CONVERGENCE MEETING OF REGIONAL AND DIVISION
SUPPLY OFFICERS FOR THE SECOND SEMESTER OF 2025

1. This Memorandum announces the conduct of the Semi-Annual Convergence Meeting of Regional and Division Supply Officers for the Second Semester of 2025 on November 27-28, 2025, at DepEd Tandag City Division.
2. This meeting aims to:
 - a. achieve a shared and comprehensive understanding of both new and existing rules and policies for supply and property management;
 - b. establish consensus on best practices and define critical intervention points to improve current supply and property management efficiency;
 - c. produce a set of drafted, actionable recommendations for policies that are effectively tailored to regional and divisional operational realities.
3. Attendance is required for all Asset Management Unit personnel from the Regional Office, and all designated Division Supply Officers from the Schools Division Offices.
4. Expenses incurred during this activity are chargeable against the MOOE funds subject to existing accounting and auditing rules and regulations. Travel expenses, accommodation, and per diem of the 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.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl: None

Reference: None

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

ASSET

CONFERENCES

MEETINGS

POLICY

ASD/zfb
11/17/2025