



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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DepED NEG. OR.
RELEASED
 NO: 017.3474
 DATE: 28 NOV 2018
 BY: _____
 RECORD SECTION

November 28, 2018

TRAVEL ORDER

No. 1617, s. 2018

TO : MR. HENRY L. BALAHAN
 Administrative Officer IV – Supply Officer

OFFICE : Schools Division of Negros Oriental

PURPOSE : To attend 2018 DepEd National Supply Officers Association
 National Convention / Capacity Building Seminar Workshop for
 Regional and Division Supply Officers

DATE OF TRAVEL : December 5 – 7, 2018 (exclusive of travel time)

VENUE / PLACE : COA, Region XI, Davao City

ALLOWED / CHARGE TO: DIVISION MOOE/Local funds (Subject to the usual accounting
 and auditing rules and regulations)

- _____ : Registration / transportation and other expenses
- _____ : Transportation
- _____ : Per diems
- _____ : On official time / business only
- _____ : Charge to personal funds
- _____ : Transportation / per diem & other incidental expenses


WILFREDA D. BONGALOS, Ph.D., CESO V
 Schools Division Superintendent

Tel. Nos: (035)225-2838 / 225-0887/422-7644 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
 (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Records Section);
 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
 (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



REPUBLIKA NG PILIPINAS
 KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



November 12, 2018

MEMORANDUM

**TO : THE SCHOOLS DIVISION SUPERINTENDENTS
 OFFICERS IN-CHARGE OF INTERIM/CITY SCHOOLS**

**ATTENTION : DIVISION SUPPLY OFFICERS
 ADOF4 (CASH/PROPERTY)
 DESIGNATED SUPPLY OFFICERS**

FROM : DIRECTOR JULIET A. JERUTA

**SUBJECT : 2018 DEPED NATIONAL SUPPLY OFFICERS ASSOCIATION NATIONAL CONVENTION/
 CAPACITY BUILDING SEMINAR WORKSHOPS FOR REGIONAL AND DIVISION
 SUPPLY OFFICERS**

1. The Department of Education (DepEd) CO through the Administrative Service, will hold the following activities for Supply Officers:

a. 2018 DEPED NAT'L SUPPLY OFFICERS ASSOCIATION NAT'L CONVENTION

Date	Venue
November 25-29, 2018	Garden Orchid Hotel, Zamboanga City

b. CAPACITY BUILDING SEMINAR WORKSHOP FOR REG'L. AND DIVISION SUPPLY OFFICERS

Cluster	Date	Venue
3 (Visayas)	December 5-7, 2018	COA Region XI, Davao City

2. Enclosed for reference are copies of the memoranda of the two(2) activities which are self explanatory;
3. The participants to the said activities are the Regional and Division Supply Officers, ADOF4 (Cash/Property) and Designated Supply Officers.
4. Travel expenses of the participants shall be charged to their respective local funds.
5. This Memorandum also serve as Travel Authority.
6. Immediate dissemination and compliance with this Memorandum is directed.

JULIET A. JERUTA
 Director
 Office of the Regional Director
 Division Office - Cebu City



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

QUAMEMO 03-1018-0018
MEMORANDUM
31 October 2018

For: **Regional Directors
Schools Division Superintendents**

Subject: **CAPACITY BUILDING SEMINAR WORKSHOP FOR
REGIONAL AND DIVISION SUPPLY OFFICERS**

Please be informed that the training for **Cluster 3 (Visayas) and 4 (Mindanao) Supply Officers** is scheduled on 05-07 December 2018 at the COA Region XI in Davao City.

The seminar is intended for Administrative officers with assigned to Property and Supply (Asset Management) in the regional and schools division offices. The seminar shall discuss Appraisal and Disposal of Government Properties (ADGP) and Implementing the Government Accounting Manual (GAM) aimed at providing a venue for the discussion of issues and concerns in the implementation of the functions and to update their skills and knowledge in asset management.

It is advised that ONLY the appointed Administrative Officer V (Regional Supply Officer) and Administrative Officer IV (Division Supply Officer) or designated Supply Officers of the Offices/ Units concerned should be required to attend the full 3-day seminar. Substitutes/ representatives are NOT allowed.

Training fees, board and lodging, supplies and materials, shall be charged to OPDNSP 2018 funds, subject to the usual accounting and auditing rules and regulations while travel expenses of the participants from the regional and schools division offices shall be charged against their respective local funds.

Since the payment of Training Fees to COA-PIDS is on a per head basis, confirmation of attendance is required. The Secretariat will only accept the first one hundred (100) confirmed participants. Participants for Clusters 3 and 4 are requested to confirm their attendance **on or before 15 November 2018** thru Allan Martin Flores of Asset Management Division, Administrative Service, at tel. no. (02)635-0551; or text your name, position, division, region, & cluster number to

Office of the Undersecretary for Administration

Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health,
Special Services, and Technical Support Center, Education Management School Division Office