



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

27 Oct 2022

DIVISION MEMORANDUM
NO. 483, s. 2022

**ORIENTATION-WORKSHOP FOR ADMINISTRATIVE OFFICER II:
PROPERTY CUSTODIANSHIP**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. To ensure that the Administrative Officer II employees are capable to perform the tasks under their Key Result Area (KRA) for Property Custodianship, the BAC and Property and Supply Unit will conduct an Orientation-Workshop on November 9-11, 2022, at the Division Conference Hall, Jade Building, El Salvador City Division Office, details to wit:

Schedule	Topics for Discussion	Target Participants
November 9, 2022	Topic 1: RA NO. 9184 and Procurement Related Issuances and Processes	Rodrigo N. Valmoria Jr.
	Topic 2: Basic Concepts of Custodianship	Alan T. Saculingan
	Topic 3: Delivery, Inspection and Acceptance	Nick C. Ratunil
	Topic 4: Issuance and Utilization	Honey Luz A. Sabuero
November 10, 2022	Topic 5: Inventory Taking	Alan T. Saculingan





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	Topic 6: Disposal	Alan T. Saculingan
	Topic 7: Relief from Accountability in Case of Loss of Government Property	Alan T. Saculingan
	Topic 8: NSBI	Kevin B. Asequia
November 11, 2022	Topic 9: Guidelines on How to Fill Out Other Prescribed Forms	Alan T. Saculingan and Dexter A. Carangcarang
	Topic 10: Preparation of APP-CSE	Dexter A. Carangcarang

2. All employees mentioned above as Resource Speakers for the entitled topics are requested to prepare and submit in advance their presentation materials to honeyluz.sabuero@deped.gov.ph on or before November 4, 2022.
3. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this Memorandum is enjoined.


OLGA C. ALONSABE, Ph.D., CESO V
Schools Division Superintendent

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

EMPLOYEES

MEETINGS

POLICY

PROGRAMS

