



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE, NAVOTAS CITY
Bagumbayan Elementary School Compound
M. Naval St., Sipac-Almacen, Navotas City



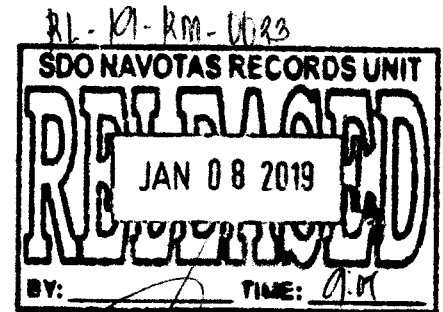
MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief, CID and SGOD
Secondary School Principals
JHS and SHS Property Custodians

From: **MELITON R. ZURBANO, CESE**
OIC- Schools Division Superintendent

Date: January 7, 2019

Subject: **SEMINAR ON THE BASICS OF ASSET MANAGEMENT**



1. Enclosed is unnumbered Regional Memorandum dated December 7, 2018, re: Seminar on the Basics of Asset Management on January 10-11(1st batch) and January 17-18 (2nd batch) the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the attached list of participants per batch & schedules.
3. Immediate and wide dissemination of this Memorandum is desired.



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : Office of the Regional Director

SUBJECT : SEMINAR ON THE BASICS OF ASSET MANAGEMENT

DATE : December 28, 2018

1. To recapacitate the Supply Officers and Property Custodians of JHS & SHS on Supply & Property Management particularly on inspection & acceptance of deliveries, recording/booking and to learn the systems and procedures in the management of supplies and properties of the government, a seminar will be held on January 10-11 (1st batch) and January 17-18, 2019 at St. Agatha Resort, St. Agatha Homes, Sta. Rita, Gulguinto, Bulacan, Bulacan.
2. Board & lodging and other expenses will be paid by the Region from the 2018 HRTD funds. Transportation of participants shall be charged against the local funds of the Divisions/ Schools. **The participants from the Divisions shall be the Supply Officers and for the JHS & SHS, Designated Property Custodians.** Divisions are advised to submit list of participants per batch.
3. Participants are advised to check in on January 9 (SPM) for 1st batch and January 16 (SPM) 2019 for the 2nd batch.
4. Participants are requested to document and submit the completed confirmation slip to DepEd-NCR Asset Management Section or email the same to dangubungin2015@gmail.com on or before January 7, 2019. Please refer to the attached list.
5. For information and compliance.


WILFREDO E. CABRAL
Officer in Charge
Office of the Regional Director

FOR BASIC ASSET MANAGEMENT

January 10-11, 2019 (1st Batch)
ST. AGATHA RESORT STA. RITA, GUGUINTO BUALACN, BULACAN

REGISTRATION and CONFIRMATION FORM

Name _____

Position _____

Region _____ Division: _____

Office _____

Mobile Number: _____ Office Tel. No. _____

Email Address _____

Signature

Recommending Approval:

Signature over Printed
Name of Immediate
Supervisor

Approved by:

Signature over Printed
Name of Approving
Authority



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351-57-97/355-05-14



LIST OF SDO-NAVOTAS SECONDARY & SENIOR HIGH SCHOOL PROPERTY CUSTODIAN

FIRST BATCH (January 10-11, 2019)

NAVOTAS NHS- ROMMEL PEÑARANDA
TANGOS NHS – LEANDRO CERBO
FILEMON LIZAN SHS- JEFFREY FAUSTINO
BANGKULASI SHS-JOHN CORDERO
NAVOTAS NATIONAL SCIENCE HS- ZOREN VEGA

SECOND BATCH (January 17-18, 2019)

TANZA NHS – MICHAEL JAY GONZAGA
KAUNLARAN HS – ARATOC MUSA
SAN ROQUE NHS- JECER TINALIGA
SAN RAFAEL TVHS- MARVIN ALAMBRA

Prepared by:


JOSELITO P. LIM
Supply Officer