



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalibiri

All SDSs:
For your information and
appropriate action, please.

Thanks,
Ann
11-9-18

OUA MEMO 03-1018-0019
MEMORANDUM
29 October 2018

**For: Regional Directors and ARMM Regional Secretary
Schools Division Superintendents
Bureau/Service/Centers Directors**

Subject: TRAINING WORKSHOP OF DEPED INSPECTORATE TEAM

The Asset Management Division (AMD), Administrative Service, will be conducting a series of Training Workshop for members of the DepEd Inspectorate Team, at Ecotech Center, Cebu City, on the following dates:

BATCH	DATES
Batch 1 - Regions I, II, III, CAR	19-21 November
Batch 2 - Regions IV-A, IV-B, V, NCR	20-22 November
Batch 3 - Regions VI, VII, VIII	21-23 November
Batch 4 - Regions IX, X, XI, XII, CARAGA, ARMM	22-24 November

This seminar aims to:

1. Define the roles/functions of the Inspectorate Team in their respective offices.
2. Educate the designated Inspectors on RA 9184 and its IRR.
3. Orient the Inspectors on the Guidelines on Delivery, Inspection, Acceptance and Recording of Assets.
4. Enhance the skills of participants to ensure the smooth performance of their functions and delivery of services to their clientele;
5. Identify common issues, concerns and problems encountered in the performance of their functions and come up with possible solutions to address such issues, concerns and problems.

Office of the Undersecretary for Administration

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A maximum of three (3) inspectors from Regional Office (RO) and two (2) inspectors from Schools Division Offices (SDO), duly designated, are requested to attend. On the other hand, all members of the Central Office Inspectorate Team are required to attend in one (1) of the four (4) batches. Non-attendance to this training shall cause their removal from the list of DepEd CO-Inspectorate Team.

The AMD staff shall act as the Secretariat and Facilitators, while Resource Persons are from the Commission on Audit (COA) and DepEd.

Participants are advised of the following schedules:

Batch	Arrival, Check-in & Registration	Check-out & Departure
Batch 1	19 November	21 November
Batch 2	20 November	22 November
Batch 3	21 November	23 November
Batch 4	22 November	24 November


First meal is Lunch while Program Proper is at 1:00pm on check-in dates; and last meal is AM Snacks on check-out dates.

Board and lodging, supplies and other materials, communication, professional fees, contingency, and travel expenses of the Central Office personnel, including airfare of the Resource Persons, and Secretariat, shall be charged to CO OPDNSP 2018 funds. Travel expenses of the participants from ROs and SDOs shall be charged against their respective local funds. All expenses incurred shall, accordingly, be subject to the usual accounting and auditing rules and regulations.

To facilitate arrangements for board and lodging, participants are advised to confirm their attendance through online registration at bit.ly/deped_inspectors on or before 12 November 2018. Please note that a "No confirmation, No Accommodation" policy will be strictly implemented; thus, timely compliance to the deadline of confirmation is enjoined.

For information and clarification, please contact Mr. Allan Martin Flores, Administrative Officer II, Asset Management Division, Administrative Service, DepEd Central Office at telephone number (02) 635-0551.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary