

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON


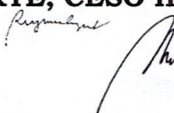
4 October 2022

**Regional Memorandum**

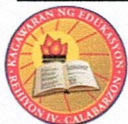
**ORIENTATION ON PROPERTY & SUPPLY  
MANAGEMENT SYSTEM**

To **Schools Division Superintendents**  
**Region and Division Supply Officers**  
**Region and Division Accountants**  
**Region and Division Information Technology Officers**

1. Relative to the OUA Memorandum No. 00-322-0205, this office, through the TID-ICTS in the central office, will conduct an Orientation on Property and Supply Management System on October 24-27, 2022 at the Tanza Oasis Hotel and Resort at Tanza, Cavite.
2. Participants in this activity from the Regional Office are ICT Unit (2), Asset Management Section (2) and Accounting Unit (1) and from Schools Division Offices are Division Accountant, Division Supply Officer, Division ITO and (1) Administrative Officer II (in-charge as property custodian) in Implementing Unit (to be identified by SDO). They are expected to register on or before October 19, 2022 through the link: <https://tinyurl.com/AssetMgmt4a>.
3. The first meal to be served is dinner on October 24, 2022, while the last meal to be served is breakfast and morning snacks on October 27, 2022.
4. Travel and other expenses relative to the conduct of this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulation.
5. Immediate dissemination of this Memorandum is desired

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

cc: ict/rey



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



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