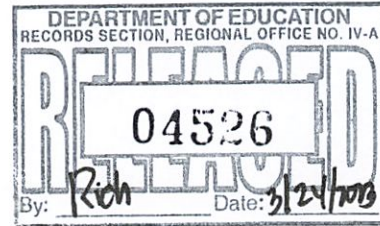




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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



13 March 2023

**Regional Memorandum**  
No. 149 s. 2023

**COORDINATION AND CONSULTATIVE MEETING OF SDO  
SUPPLY OFFICERS AND CASHIERS**

**To: Schools Division Superintendents  
Division Cashiers  
Division Supply Officers**

1. The Administrative Services Division will conduct a Coordination and Consultative Meeting with the Asset Management Section and Cashier Section Personnel from the Regional and Schools Division Office on April 27-28, 2023 at NEAP, Malvar Batangas.
2. This Activity aims to:
  - a. Align processes in the Regional and Schools Division Office (Asset and Cash).
  - b. Identify issues and concerns with regard to daily transactions of the Cashier Section and Asset Management Section.
  - c. Reiterate DepEd Order No. 45 s. 2006, "Guidelines on Delivery, Inspection and Acceptance and Recording of All Properties Procured by DepEd Central Office and DBM Procurement Service Amended".
  - d. Determine the field personnel that will undergo Cash Management and Control Systems Workshop; and
  - e. Share the SDOs best practices in Asset and Cash Management.
3. Attached is the activity matrix for your reference.
4. Participants in this activity are the Division Cashiers and Division Supply Officers. Please see the attached list of participants.
5. Participants are advised to bring their own laptops and extension wires.
6. Travel expenses relative to this activity shall be charged against their respective local funds subject to the usual budgeting, accounting, and auditing rules and regulations.

ROA/A1 / ROA/C2




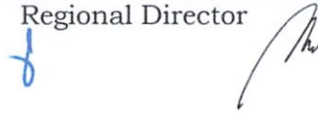
**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



Asset-RM-2023-149

7. For further clarifications, please coordinate with Mr. Jaybee P. Bueno through contact no. 0945-5573-710 for matters regarding Cash Section and Ms. Eldine V. Palermo with contact no. 0968-5256-641 for matters regarding Asset Management.

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



**ACTIVITY MATRIX****CASHIERS**

<b>TIME</b>	<b>AGENDA</b>	<b>PERSON-IN-CHARGE</b>
<b>DAY 1</b>		
08:30AM – 09:00AM	Registration / Setting In	Cashier Section
09:00AM – 10:00AM	<b>OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>• Preliminaries</li> <li>• Checking of attendance</li> <li>• Statement of Purpose</li> <li>• Welcome Remarks and Inspirational Message</li> </ul>	AVP Cashier Section  CAO / SAO
<b>BREAK OUT SESSION</b>		
10:00AM – 12:00PM	Identify Issues and Concern with regards to daily transactions of cashiers.	Cashiers
12:00NN – 01:00PM	LUNCH	
01:00PM – 02:30PM	Alignment of processes	Cashiers
02:30PM - 03:00PM	Health Break	
03:00PM - 04:00PM	Alignment of process	Cashiers
04:00PM - 05:00PM	Update of trained field personnel in Cash Management and Control Systems	Cashiers
<b>DAY 2</b>		
09:00AM – 09:10AM	- Opening Prayer - Energizer	AVP
09:10AM – 10:00AM	Sharing of SDOs Best Practices	Cashiers
10:00AM – 10:30AM	HEALTH BREAK	
10:30AM – 12:00NN	Sharing of SDOs Best Practices	Cashiers
12:00NN – 01:00PM	LUNCH	
01:00PM – 02:30PM	Other matters -Creation of an online database for fund transfers.	Cashiers
02:30PM – 03:00PM	<b>CLOSING PROGRAM</b>	AVP

**ACTIVITY MATRIX****SUPPLY OFFICERS**

<b>TIME</b>	<b>AGENDA</b>	<b>PERSON-IN-CHARGE</b>
<b>DAY 1</b>		
08:30AM – 09:00AM	Registration / Setting In	Asset Management Section
09:00AM – 10:00AM	<b>OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>• Preliminaries</li> <li>• Checking of attendance</li> <li>• Statement of Purpose</li> <li>• Welcome Remarks and Inspirational Message</li> </ul>	AVP Asset Mgt. Section  CAO / SAO
10:00AM – 11:00AM	Identify common issues and concerns that require procedural and policy recommendation	Asset Management Section /Supply Officer
11:00-12:00NN	Group presentation of issues and concerns and recommendation	Asset Management Section /Supply Officer
12:00NN – 01:00PM	LUNCH	
01:00PM – 02:00PM	Reiteration of DepEd Order No. 45 s. 2006, "Guidelines on Delivery, Inspection and Acceptance and Recording of All Properties Procured by DepEd Central Office and DBM Procurement Service Amended"	Michael P. Glorial
2:00 PM-3:00 PM	Updates from SDOs regarding RO and CO deliveries	
02:00PM – 02:30PM	HEALTH BREAK	
02:30PM – 05:00PM	Updates from SDOs regarding RO and CO deliveries	Supply Officers
<b>DAY 2</b>		
09:00AM – 09:15AM	Opening Prayer Energizer	AVP
09:15AM – 10:30AM	Sharing of best practices on Asset Management	Supply Officers
10:30AM – 12:00NN	Continuation of Sharing of best practices on Asset Management	Supply Officers
12:00NN – 01:00PM	LUNCH	
01:00PM – 02:30PM	Other Matters	Asset Managent Section
2:30PM – 3:00PM	CLOSING PROGRAM	

**COORDINATION AND CONSULTATIVE MEETING OF SDO SUPPLY OFFICERS  
AND CASHIERS**

**LIST OF PARTICIPANTS**

April 27-28, 2023

NEAP-CALABARZON, Malvar, Batangas

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Office/Division</b>
1	Ann Geralyn T. Pelias	Chief Administrative Officer	Regional Office
2	Syril R. Zenarosa	Administrative Office V	Regional Office
3	Michael P. Glorial	Administrative Officer V	Regional Office
4	Jaybee P. Bueno	Administrative Officer I	Regional Office
5	Eldine V. Palermo	Administrative Officer I	Regional Office
6	Jolina S. Panto	Administrative Assistant I	Regional Office
<b>CASHIERS</b>			
1	Elaine D. Diño	Administrative Officer IV	Antipolo City
2	John Russel H. Ruaza	Administrative Officer IV	Bacoor City
3	Rodelia G. Macalalad	Administrative Officer IV	Batangas City
4	Rasenna Gliceria I. Mercado	Administrative Officer IV	Batangas Province
5	Christine G. Arroyo	Administrative Officer IV	Binan City
6	Anneslee A. Rinon	Administrative Officer IV	Cabuyao City
7	Minna Rosa A. Baylon	Administrative Officer IV	Calamba City
8	Darius C. Enriquez	Administrative Officer IV	Cavite City
9	Laura Rodrin Crema	Administrative Officer IV	Cavite Province
10	Avelina C. Descallar	Administrative Officer IV	Dasmaringas City
11	Melissa P. Sarmiento	Administrative Officer IV	Gen Trias City
12	Michelle M. Francisco	Administrative Officer IV	Imus City
13	Maria Eleanor A. Pinza	Administrative Officer IV	Lucena City
14	Eyzen Y. Adefuin	Administrative Officer IV	Laguna Province
15	Joie R. Bautista	Administrative Officer IV	Lipa City
16	Shiela E. Javen	Administrative Officer IV	Quezon Province
17	Teodelyn V. Lucas	Administrative Officer IV	Rizal Province
18	Walter A. Albajera	Administrative Officer IV	San Pablo City
19	Ma. Cristina N. Pacia	Administrative Officer IV	San Pedro City
20	Jim Paulo H. Maramba	Administrative Officer IV	Santa Rosa City
21	Janet Buela	Officer-in-Charge	Santo Tomas City
22	Gladys H. Pachica	Administrative Officer IV	Tanauan City
23	Dianah G. Tan	Administrative Officer IV	Tayabas
<b>SUPPLY OFFICERS</b>			
1		Administrative Officer IV	Antipolo City
2	Chriszel Joy M. Colos	Administrative Officer IV	Bacoor City
3	Vilma P. Miguel	Administrative Officer IV	Batangas City
4	Lloyd Allan D. Mitra	Administrative Officer IV	Batangas Province
5	Sylvia S. Tanael	Administrative Officer IV	Binan City
6	Kamille Rose S. Mendoza	Administrative Officer IV	Cabuyao City
7	Rhodora R. Bitera	Administrative Officer IV	Calamba City
8	Karl Manuel O. Cordora	Administrative Officer IV	Cavite City
9	Edward Joevan R. Romen	Administrative Officer IV	Cavite Province
10	Ryan Ashley B. Rollan	Administrative Officer IV	Dasmaringas City
11	Heizel C. Almanon	Administrative Officer IV	General Trias City
12	Josephus Perseus B. Banaag	Administrative Officer IV	Imus City

13	Luisito B. De la Torre Jr.	Administrative Officer IV	Laguna
14	Johanna C. Bergonio	Administrative Officer IV	Lipa City
15	Aloysius D. Cabana	Administrative Officer IV	Lucena City
16	George D. Aguila	Administrative Officer IV	Quezon City
17	Edwin F. Balbuena	Administrative Officer IV	Rizal
18	Juris E. Samsaman	Administrative Officer IV	San Pablo City
19	Christoper E. Comia	Administrative Officer IV	San Pedro City
20	Simplicio P. Honduna	Administrative Officer IV	Santa Rosa City
21	Ivan Caesar Jacinto	Officer-in-Charge	Santo Tomas City
22	Rosalie T. Dela Cruz	Administrative Officer IV	Tanauan City
23	Joyce Ann P. Limbo	Administrative Officer IV	Tayabas City