MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary/Secondary School Heads
Elementary/Secondary Property Custodians
Public Schools Only

RESCHEDULING OF ORIENTATION and IMPLEMENTATION of the DIVISION
ASSET MANAGEMENT SYSTEM-INVENTORY for ELEMENTARY and
SECONDARY SCHOOL PROPERTY CUSTODIANS

In view of the suspension of government offices on January 13, 2020 due to eruption of Taal Volcano and ash fall in Metro Manila, the orientation seminar scheduled on January 13-14, 2020 is hereby rescheduled on January 16-17, 2020. All other details and program as stated in Division Memorandum No, 005, s. 2020 dated January 7, 2020, remains the same.

Please be guided accordingly.

SHERYL T. SAVOLA
Education Program Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
DIVISION MEMORANDUM
No. 025, s. 2020

TO: OIC, Office of the Assistant School Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary School Principals’ Officer-in-Charge
Elementary and Secondary Designated School Property Custodians
Public Schools Only

ORIENTATION and IMPLEMENTATION of the DIVISION ASSET MANAGEMENT SYSTEM-INVENTORY for ELEMENTARY and SECONDARY SCHOOL PROPERTY CUSTODIANS

1. The Office shall conduct an ORIENTATION and IMPLEMENTATION of the DIVISION ASSET MANAGEMENT SYSTEM-INVENTORY for ELEMENTARY and SECONDARY SCHOOL PROPERTY CUSTODIANS on January 13-14, 2020 at Linden Suites, Inc., Ortigas, Pasig City.

2. This will enable the participants to:
   a) review the phases of Property and Supply Management
   b) recall the process on Receipt, Acceptance, Recording and Issuance of deliveries (Property Plant and Equipment)
   c) utilize the Asset Registry Tools/Template; and
   d) validate entries in the Asset Registry Template.

3. Attached is the list of participants.

4. Each participant to this training must bring a laptop, extension cords and report of PPE 2019 to be used during the workshop.

5. Participants are expected to be at the Division Office by 5:00 AM. Departure time is exactly 5:30 AM.

6. Immediate and wide dissemination of this Memorandum is desired.

SHERYL T. BAYOLA
Education Program Supervisor