January 7, 2020

MEMORANDUM TO:

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

CAPACITY BUILDING SEMINAR FOR NON-TEACHING SUPPLY OFFICERS
AND ELEMENTARY SCHOOL PROPERTY CUSTODIANS

Attached is NCR Memorandum No. NCR 01 s. 2020 dated January 2, 2020 re: Capacity Building Seminar for Non-Teaching Supply Officers and Elementary School Property Custodians on January 9-10, 2020 at NEAP Marikina, Cepeda St., Concepcion, Marikina City, content of which is self-explanatory, for information and guidance of all concerned.

Attached is the list of participants.

Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education Program Supervisor
OIC, Office of the Schools Division Superintendent

Maka-Diyos, Makatwo, Makalikasan at Makabansa
PARTICIPANTS to the CAPACITY BUILDING SEMINAR for selected Elementary Designated School Property Custodians in the National Capital Region
January 9 to 10, 2020
RELC NEAP, Marikina city

SDO MARIKINA CITY

<table>
<thead>
<tr>
<th>District</th>
<th>Elementary</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>District I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. L. Victorino Elementary School</td>
<td>Marie Cris D. Cruz</td>
<td></td>
</tr>
<tr>
<td>3. Malanday Elementary School</td>
<td>Alvin Glenn D. Bernabe</td>
<td></td>
</tr>
<tr>
<td>District II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Concepcion Elementary School</td>
<td>Jennimar Basijan</td>
<td></td>
</tr>
<tr>
<td>5. Concepcion Integ. Elementary School</td>
<td>Ihmanuel James A. Hernandez</td>
<td></td>
</tr>
<tr>
<td>6. Parang Elementary School</td>
<td>Ernie P. Garcia</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:

ANNA MARIE P. EXEQUIEL
AO IV, Supply and Property Unit

Recommending Approval:

CLARO L. CAPCO
Administrative Officer V

APPROVED BY:

SHERRYL T. GAYOLA
Education Program Supervisor
OIC-Office of the Schools Division Superintendent

Maka-Diyos, Makatayo, Makakalikasan at Makabansa
REGIONAL MEMORANDUM

No. NCR-01 s. 2020

CAPACITY BUILDING SEMINAR FOR NON-TEACHING SUPPLY OFFICERS AND ELEMENTARY SCHOOL PROPERTY CUSTODIANS

To: Schools Division Superintendents

1. This Office and the Asset Management Division-Administrative Services (AMS-AS) shall conduct a Capacity Building Seminar for Property Supply Officers & Property Custodians in Elementary schools in NCR on January 9-10, 2020 at NEAP Marikina, Cepeda St., Concepcion, Marikina City.

2. This capacity building will enable the participants to:
   a) Learn and internalize the basic Property and Supply Management;
   b) Understand various related Laws and Policies on Asset Management;
   c) Identify various DepEd guidelines related to their functions;
   d) Familiarization in the use of Property Forms;

3. Participants to this training are the following:
   a) Selected Elementary Schools Property custodians/Supply Officers - 157
   b) Division Supply Officers - 16
   c) Regional Office Supply Officer - 1
   d) Regional Office (Asset Management Section) - 2
   Total 173

4. Each participant must bring a laptop, extension cords and wifi to be used during workshop
5. Attached are the participants of the said activity.

6. Participants are expected to be at the venue of Day 1 in time of the opening program at exactly 8:00 am.

7. Expenses relative to the conduct of the activity such as board & lodging, supplies and materials shall be charged against OSEC Fund and subject to usual accounting and auditing procedure.

8. For your information and guidance.

MALCOLM S. GARMA
Director IV

A legacy as rich as excellence!
Misamis St., Bago Bantay, Quezon City
Tel. Nos.: 920-5824; 926-2213 loc. 801
Email Address: ncr@deped.gov.ph
Website: http://www.deped.gov.ph/regions/ncr/