

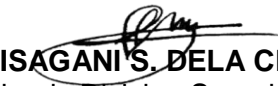


Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 167, s. 2014

TO : OIC-Division Supply Officer
Division Supply Staff
Designated District Property Custodians
Designated Central Schools Property Custodians
Designated SPED Schools Property Custodians
High Schools Property Custodians (***Excluding Independent Units***)

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **Orientation-Workshop on Property and Supply Management and Preparation of Inventory Report**

Please be informed that there will be an Orientation-Workshop on Property and Supply Management and Preparation of Inventory Report on June 27, 2014 at Family Country Homes and Convention Center, General Santos City.

District Property Custodians, Central Schools Property Custodians, SPED Schools Property Custodians and High Schools Property Custodians (***Excluding Independent Units***) should be given preference to attend the orientation-workshop. **Participants must bring with them a copy of the Travel Authority duly signed by their respective heads.** Participants are also expected to be at the venue before 8:00 A.M. on June 27, 2014. ***No registration fee shall be collected.***

Reimbursement of transportation expenses (excluding per diem) of participants to and from the venue will be given, subject to usual accounting and auditing rules and regulations. Participants who are not District Property Custodians, Central Schools Property Custodians, SPED Schools Property Custodians and High Schools Property Custodians shall not be reimbursed of their transportation expenses.

District Property Custodians are required to bring with them actual enrollment per school consolidated by district. High Schools Property Custodians are also advised to bring with them the actual enrollment per school.

Immediate dissemination of this Memorandum is desired.