



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

April 19, 2021

DIVISION MEMORANDUM

No. 049, s. 2021

ONLINE ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT FOR ADMINISTRATIVE OFFICER II

To: Assistant Schools Division Superintendent
 Public School Heads
 Administrative Officer II

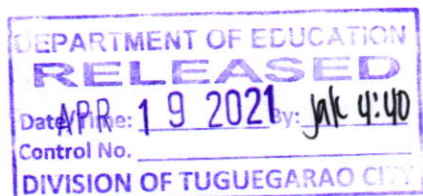
1. The Administrative Services Section through the Asset Management Unit of the Division will conduct an online orientation on property and supply management on the following schedules:

Name of Activity	Inclusive Dates and Time
1. Procurement	April 23, 2021, 1-3pm
2. Delivery, Inspection and Acceptance	April 30, 2021, 1-3pm
3. Custodianship: Storage, Issuance and Inventory Taking	May 7, 2021, 1-3pm
4. Disposal	May 14, 2021, 1-3pm
5. Functional Relationship	May 21, 2021, 1-3pm

2. This orientation is **intended for Administrative Officer II in schools with present assignment in Property and Supply (Asset Management)**. This undertaking will impart skills and knowledge to effectively manage resources within the schools assigned to them and encourages responsible stewardship of government property.

3. Participants will be notified of the google meet link to be used through email/messenger provided by the division office asset management unit.

4. Immediate dissemination of this memorandum is desired.



[Signature]
REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer In-charge
 Office of the Schools Division Superintendent



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Encl:

Reference: Property & Supply Management System Training Handbook

To be indicated in the Perpetual Index

Under the following subjects:

SUPPLY ASSET PROPERTY CUSTODIANSHIP

OSDS/vrd/fat



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