



Republic of the Philippines  
Department of Education  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF TUGUEGARAO CITY

September 29, 2022

**DIVISION MEMORANDUM**

No. 003 s. 2022

**CONDUCT OF DIVISION STAFF ORIENTATION WORKSHOP (DSOW) RE: 2022  
ICT WORKSHOP AND ORIENTATION ON PROPERTY AND SUPPLY  
MANAGEMENT SYSTEM AND ACCOUNTING  
PROCESSES FOR NON-TEACHING**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
All Non-Teaching Personnel  
All Others Concerned

1. Relative to the conduct of the ICT Workshop and Orientation on Property and Supply Management System and Accounting Processes for Non-Teaching on October 4, 5, and 6, 2022, a Technical Working Group Orientation shall be held on September 30, 2022, at 1:30 pm via Google meet.  
(meet.google.com/twc-vsyz-emj)
2. The activity's goal is to prepare the facilitators and the rest of the Technical Working Group for the training's streamlined process.
3. The participants in the said activity are attached below:
4. For your information, guidance, and strict compliance.

  
**REYNANTE Z. CALIGUIRAN**  
Schools Division Superintendent

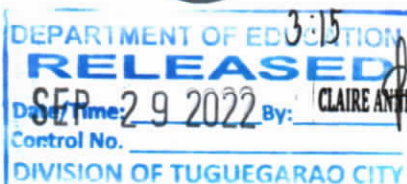
Encl:  
Reference:  
To be indicated in the Perpetual Index  
Under the following subjects:  
ICT Convergence ICT Schools

ICT/jjb/vac



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Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>02</b>
As of:	<b>July 2, 2018</b>	Page:	<b>1</b>



## ANNEX 1: Target Participants Profile

### LIST OF PARTICIPANTS

	<b>Name</b>	<b>School/Office</b>
1.	Julious Ancheta	CNHS-JH
2.	Beverly Anne Reyes Timonio	Carig IS
3.	Annaflora Leonibhel Maquera Abrogena	Carig Norte ES
4.	Marlon A. Narte	CNHS-JH
5.	Ronevir Dulin	TCSHS
6.	Maria Norberta Mandac	CNHS-JH
7.	Jericson Meneses	Cataggaman ES
8.	Denise Teresita Gail Policar	Bagay IS
9.	Raiza Mones	Dadda ES
10.	Haidee Manuel	TNECS
11.	Diwana Lozano	Linao NHS
12.	Henson C. Gregorio	Carig IS
13.	John Michael Anthony Fugaban	CNHS-JH
14.	Alice Mabborang	Libag IS



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