



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

October 3, 2022

DIVISION MEMORANDUM

No. 208 s. 2022

CORRIGENDUM/ADDENDUM TO THE DIVISION MEMORANDUM NO. 204, S. 2022 ENTITLED: 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 Division Memorandum No. 204, s. 2022 entitled "2022 ICT Workshop and Orientation on Property and Supply Management System and Accounting Processes for Non-Teaching" dated September 29, 2022, please take note of the following changes:

a. The title of the orientation should be "OFFICE PRODUCTIVITY RETOOLING FOR NON-TEACHING PERSONNEL" instead of 2022 ICT Workshop and Orientation on Property and Supply Management System and Accounting Processes for Non-Teaching"

b. The following additional topics shall be included:

Topics	Resource Speaker
Property & Supply Mngt. System	Flor Marie A. Turingan
Use of Philgeps	Anabel Calimag
COA Circular 2012-003 Prevention of IUEEU	Lei Nerika Andal
COA Circular 2012-001 Prescribing the revised documenting Requirements for Common Government Transaction	Cherry Pie Tierro Lilibeth M. Pauig
DO 22 S, 2019 Guidelines on Official Local Travels in the Department of Education	Jennifer Bonifacio



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net

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


c. The following are additional participants:

1. Ventura R. Durian, Jr. – Administrative Officer V, General Services
2. Pativie G. Supan – ADAS III, Tuguegarao East Central School
3. Samantha Therese T. Magora – ADAS II, Tuguegarao City Science School
4. Jenalyn Magora – ADAS II, Linao NHS
5. Kristine G. Lappay – EPS-HRD
6. Marlo Melad – PSDS, CID
7. Arnold Quizzaggan – PSDS, CID

d. The venue for said undertaking will be at Taj Hotel, Tuguegarao City.

2. All other provisions of the above-mentioned Memorandum shall remain the same.

3. For information, immediate dissemination, and compliance.


REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

Encl:
Reference:
To be indicated in the Perpetual Index
Under the following subjects:
ICT Trainings Non Teaching



osds/ictu/jjlb



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net

Doc Code:	FM-ORD-005	Rev:	02
As of:	July 2, 2018	Page:	2