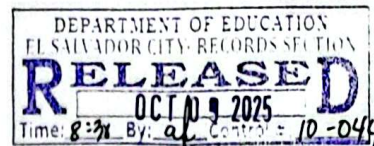




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



October 8, 2025

DIVISION MEMORANDUM
No. 358, s. 2025

**PARTICIPATION TO THE ONE-DAY CONFERENCE OF DIVISION SUPPLY
OFFICERS, SELECT SCHOOL CUSTODIANS AND REGIONAL ASSET
MANAGEMENT PERSONNEL OF DEPED REGION**

To: **ADRIAN KIRBY P. SAARINAS, Administrative Officer II**

1. Regarding on the Regional Memorandum 693, s. 2025, this office enjoins Mr. Harold P. Calubag to participate the **One-Day Conference of Administrative Officer IV (Supply Officers), together with select School Custodians and Asset Management Personnel of DepEd Region on October 24, 2025** at the Audiovisual Center (AVC), DepEd Regional Office X, Cagayan de Oro City, with the theme "Beyond Compliance: Cultivating a Culture of Asset Management Integrity."
2. This conference aims to:
 - a. provide updates on the latest rules and regulations on Asset Management issued by DepEd Central Office, Commission on Audit (COA), and Other regulatory Offices;
 - b. orient the participants to Inventory Management System;
 - c. provide technical assistance on NQMS matters related to Asset Management processes;
 - d. discuss updates and status of regionally procured items (Self-Learning Modules (SLMs), DepEd Computerization Program (DCP) items, etc.); and
 - e. build harmonious relationship and strengthen linkages among the supply officers and asset management personnel.
3. The office shall adhere to the Equal Opportunity Principle, wherein their discrimination on the basis of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

For the Schools Division Superintendent:


CONNIEBEL C. NISTAL

Assistant Schools Division Superintendent

*Attach: As Stated,
To be indicated in the Perpetual Index
under the following subjects*

ASSET CONFERENCES

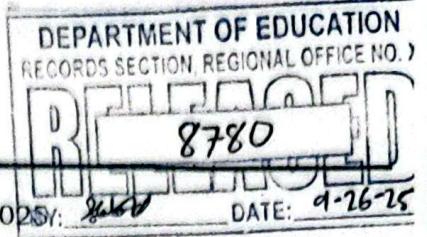
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



September 23, 2025

DATE: 9-26-25

REGIONAL MEMORANDUM
No. 760, s. 2025

**CHANGE OF SCHEDULE OF THE ONE-DAY CONFERENCE OF DIVISION SUPPLY
OFFICERS, SELECT SCHOOL CUSTODIANS AND REGIONAL ASSET
MANAGEMENT PERSONNEL
OF DEPED REGION X**

To: Schools Division Superintendents
All Others Concerned

1. Regarding **Regional Memorandum No. 693, s. 2025** titled **One-Day Conference of Division Supply Officers, Select School Custodians and Regional Asset Management Personnel of DepEd Region X**, the conference activity has been **rescheduled from September 26, 2025 to October 24, 2025.**
2. All other provisions in the previous Memorandum remain in effect.
3. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

For the Regional Director:

DR. FEDERICO P. MARTIN, CESO V
Assistant Regional Director

Atch: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSET CONFERENCES

RE: One-Day Conference of Administrative Officer IV (Supply Officers),
together with select School Custodians and Asset Management Personnel

ASD/jca/Shelly



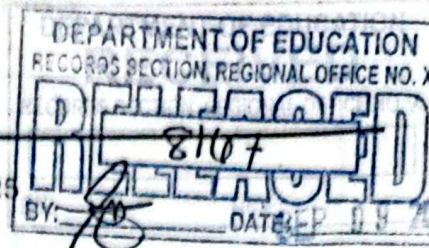
Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@depd.gov.ph
Website: r10.deped.gov.ph

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



September 4, 2025

REGIONAL MEMORANDUM
No. 493, s. 2025

**ONE-DAY CONFERENCE OF DIVISION SUPPLY OFFICERS, SELECT SCHOOL
CUSTODIANS AND REGIONAL ASSET MANAGEMENT PERSONNEL
OF DEPED REGION X**

To: Schools Division Superintendents
All Others Concerned

1. This Office will conduct a **One-Day Conference of Administrative Officer IV (Supply Officers), together with select School Custodians and Asset Management Personnel** of this Region on September 26, 2025, at the Audiovisual Center (AVC), DepEd Regional Office X, Cagayan de Oro City, with the theme "Beyond Compliance: Cultivating a Culture of Asset Management Integrity."

1. This conference aims to

- a. provide updates on the latest rules and regulations on Asset Management issued by DepEd Central Office, Commission on Audit (COA), and Other regulatory Offices;
- b. orient the participants to Inventory Management System;
- c. provide technical assistance on NQMS matters related to Asset Management processes;
- d. discuss updates and status of regionally procured items (Self-Learning Modules (SLMs), DepEd Computerization Program (DCP) items, etc.); and
- e. build harmonious relationship and strengthen linkages among the supply officers and asset management personnel.

2. Attached are the list of participants and activity matrix for ready reference

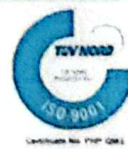
3. Meals shall include breakfast, lunch, and dinner, with morning and afternoon snacks.

4. Travel expenses, live-out accommodation, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing policies, rules, and regulations.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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5. For the entire duration of the activity, all participants shall adhere to Office Memorandum No. 1, s. 2020 of this Office's Implementation of Equal Opportunity Policy (EOP), regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation.

6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

Atch: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSET CONFERENCES

RE: One-Day Conference of Administrative Officer IV (Supply Officers),
together with select School Custodians and Asset Management Personnel

ASD/Shelly

SCHOOLS DIVISION OFFICE - CAGAYAN DE ORO CITY
REGION X - NORTHWESTERN MINDANAO
Department of Education
Bureau of the Philippines

ONE-DAY CONFERENCE OF DIVISION SUPPLY OFFICERS, SELECT SCHOOL CUSTODIANS AND REGIONAL ASSET MANAGEMENT PERSONNEL OF DEPED REGION X

Number/Name of Participants, Facilitators, and Resource Persons

Division	Number/Name of Participants/Resource Person	Remarks
Bukidnon	2	Participants
Cagayan de Oro City	2	Participants
Camiguin	1	Participants
El Salvador City	1	Participants
Gingoog City	1	Participants
Iligan City	2	Participants
Lanao Del Norte	2	Participants
Malaybalay City	2	Participants
Misamis Occidental	2	Participants
Misamis Oriental	2	Participants
Oroquieta City	1	Participants
Ozamiz City	1	Participants
Tangub City	1	Participants
Valencia City	1	Participants
Regional Office	Atty. Shirley O. Chatto	Resource Person
Regional Office	Shelly B. Lim	Program Manager
Regional Office	Jovelyn C. Abacahin	Facilitator
Regional Office	Jennefer L. Rosales	Facilitator
Regional Office	Asset Management Section	Participant
Regional Office	Dr. Arturo B. Bayocot, CESO III	Resource Person
Regional Office	1	LR
Regional Office	Dr. Renel Jay Quirit, CESE	ICT - DCP /Inventory
Regional Office	1	ICT/Operator
Total	30	

SCHOOLS DIVISION OFFICE OF EL SALVADOR CITY
REGION X - KOTLINDEN VILLAGE 10
Department of Education
BAGONG PILIPINAS

**ONE-DAY CONFERENCE OF DIVISION SUPPLY OFFICERS, SELECT SCHOOL CUSTODIANS AND REGIONAL ASSET MANAGEMENT PERSONNEL
OF DEPED REGION X
Audiovisual Center (AVC), Regional Office X | September 26, 2025**

Program Matrix

TIME	ACTIVITY
8:30 – 9:00	Registration
9:00 – 9:30	Opening Program • Prayer • Singing of Nationalistic Song • Welcome Remarks (Atty. Shirley O. Chatto) • Message (DR. ARTURO B. BAYOCOT, CESO III)
9:30 – 10:30	Updates on the latest rules and regulations on Asset Management issued by DepEd Central Office, COA, and Other regulatory offices. - <i>SHELLY B. LIM</i>
10:30 - 10:35	BREAK
10:35 – 11:35	Technical Assistance on NQMS-Related Asset Management Processes • <i>Acquisition of Tangible and Intangible Assets</i> • <i>Asset Utilization and Inventory</i> • <i>Asset Disposition</i> - <i>SHELLY B. LIM</i>
LUNCH	
TIME	ACTIVITY
1:30 – 4:00	Orientation / Workshop on Inventory Management System - <i>DR. RENEL JAY A. QUIRIT, CESE</i>
WORKING BREAK	
4:00 – 5:00	Updates and Status on Regionally Procured Items (e.g., Textbooks, SLMs, etc.) - <i>Learning Resource Focal Person</i>
CLOSING	

