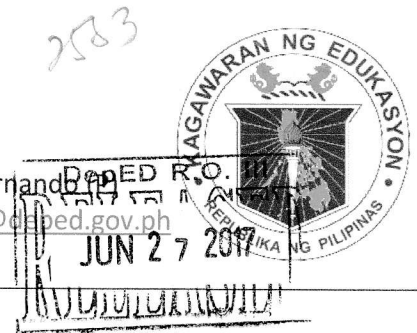




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

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Website: www.deped.gov.ph/regionas/region-iii ✕ Email: region3@deped.gov.ph
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June 13, 2017

REGIONAL MEMORANDUM

No. 83 , s. 2017

TRAINING ON THE DEVELOPMENT OF INVENTORY MANAGEMENT SYSTEM

To : Schools Division Superintendents
Chiefs of Functional Divisions

1. In line with the Department of Education action towards Collection of Inventory and Cost of Insurance for DepEd Properties, the Human Resource Development Division in collaboration with the Administrative Division (Asset Management Unit) will conduct a Training on the Development of Inventory Management System on July 12 - 14, 2017 at NEAP – III, Pulungbulu, Angeles City.
2. The training aims to:
 - a. capacitate the knowledge and technical skills of the participants relative to Collection of Inventory and Cost of Insurance for DepEd Properties using inventory management system;
 - b. share the best practices of the Regional Office and the Schools Divisions Offices and Schools in managing their inventory management system;
 - c. develop a Regional Localized Asset Registry and Inventory Management System; and
 - d. value the importance of public servant accountability.
3. Participants to this three-day training are the Supply Officers/Asset Managers, Property Custodians and other employees In-Charge of Supply from the Regional Office, Schools Division Offices, and Schools.
4. Attached are the training matrix of the training, the list of participants, and technical work committees.
5. Participants are required to bring their laptops, developed Asset Registry and Inventory Management System, if there is any.
6. For information and compliance.


MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

TRAINING MATRIX ON THE DEVELOPMENT OF INVENTORY MANAGEMENT SYSTEM

DAY 1 July 12, 2017	DAY 2 July 13, 2017	DAY 3 July 14, 2017
8:00 – 9:00 Arrival and Registration	8:00 – 8:30 Management of Learning (MOL)	8:00 – 8:30 Management of Learning (MOL)
9:00 – 9:30 Opening Program <ul style="list-style-type: none"> • National Anthem • Invocation • Welcome Remarks • Statement of Purpose • Roll Call • House Rules 	8:30 – 12:00 (inclusive of 15 minutes Health Break) Discussion/Sharing of Best Practices of Region and School Divisions in Inventory Management System.	8:30 – 10:30 Finalization of the Regional/Localized Asset Registry and Inventory Management System
9:30 – 12:00 (inclusive of 15 minutes Health Break) Collection of Inventory and Cost of Insurance for DepEd Properties		10:30 – 10:45 Health Break
12:00 – 1:00 Lunch Break	12:00 – 1:00 Lunch Break	12:00 – 1:00 Lunch Break
1:00 – 3:00 Inventory Management System on Collection of Inventory and Cost of Insurance for DepEd Properties	1:00 – 3:00 How to Develop Regional/Localized Asset Registry and Inventory Management System	1:00 – 3:00 <ul style="list-style-type: none"> • Synthesis • Plan of Action by Regional Division/Unit and School Divisions/Schools in using the Developed Regional/Localized Asset Registry and Inventory Management System
3:00 – 3:15 Health Break	3:00 – 3:15 Health Break	3:00 – 3:15 Health Break

<p>3:15 – 5:00</p> <ul style="list-style-type: none"> • 1987 Constitution, Article XI, Section 1. Accountability of Public Officers • RA No. 6713; ✓ Section 4. Norms of Conduct of Public Officials and Employees, ✓ Section 5. Duties of Public Officials and Employees, ✓ Section 7. Prohibited Acts and Transactions. 	<p>3:15 – 5:00</p> <p>Developing Regional/Localized Asset Registry and Inventory Management System</p>	<p>3:15 – 4:15</p> <ul style="list-style-type: none"> • Submission of Outputs (Plan of Action) • QAME: On-line End Program Evaluation • Closing and Awarding of Certificates
<p>5:00 – 5:15</p> <p>On-line GAME</p>	<p>5:00 – 5:15</p> <p>On-line QAME</p>	<p>4:15</p> <p>HOME SWEET HOME</p>



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Training on the Development of Inventory Management System Program
NEAP – III, Pulungbulo, Angeles City, Pampanga
June 28 - 30, 2017

PARTICIPANTING REGIONAL DIVISIONS/UNITS, SCHOOLS DIVISION AND SELECTED SCHOOLS

NUMBER	ALLOTTED NO. OF PAX	NAME OF REGIONAL DIVISION/UNIT, SCHOOLS DIVISION AND SELECTED SCHOOLS	NAME/TITLE POSITION/ DESIGNATION
1.	1	RECORD UNIT	ESMER YUSI
2.	1	CASHIER UNIT	ROSA NACPIL
3.	1	PERSONNEL UNIT	PRECY ADRIANO
4.	1	GENERAL SERVICES UNIT	JOSEPH JADORMEO
5.	1	ASSET MANAGEMENT UNIT	MERCEDITA PASION
6.	1	PAYROLL UNIT	CHARMAINE DELOS TRINOS
7.	1	FINANCE DIVISION	MARITA VASQUEZ
8.	1	ADMINISTRATIVE DIVISION	ALFA MASCARENAS
9.	1	QAD	MILAGROS SABADO
10.	1	CLMD	LUNINGNING MARIN
11.	1	HRDD	JOVEN SUPAN
12.	1	ESSD	ILUMINADO GARCIA
13.	1	FTAD	BRENDA SABADO
14.	1	PPRD	IRENE LUSUNG
15.	1	ICT UNIT	ERIC JOHN UNCAD
16.	1	LEGAL UNIT	JANET JADORMEO
17.	1	ARD	ENRICO MAGTOTO
18.	1	RD	NOEMI DELA CRUZ
19.	1	LRMDS	CYRENE ALVARADO
20.	1	R -NEAP	MARIVIC PINLAC
21.	1	ANGELES CITY	SUPPLY OFFICER/ASSET MANAGER
22.	1	AURORA	SUPPLY OFFICER/ASSET MANAGER
23.	1	BATAAN	SUPPLY OFFICER/ASSET MANAGER
24.	1	BALANGA CITY	SUPPLY OFFICER/ASSET MANAGER
25.	1	BULACAN	SUPPLY OFFICER/ASSET MANAGER
26.	1	CABANATUAN CITY	SUPPLY OFFICER/ASSET MANAGER
27.	1	GAPAN CITY	SUPPLY OFFICER/ASSET MANAGER
28.	1	MABALACAT CITY	SUPPLY OFFICER/ASSET MANAGER
29.	1	MALOLOS CITY	SUPPLY OFFICER/ASSET MANAGER
30.	1	MEYCAUAYAN CITY	SUPPLY OFFICER/ASSET MANAGER
31.	1	NUEVA ECIJA	SUPPLY OFFICER/ASSET MANAGER
32.	1	OLONGAPO CITY	SUPPLY OFFICER/ASSET MANAGER
33.	1	PAMPANGA	SUPPLY OFFICER/ASSET MANAGER
34.	1	SAN FERNANDO CITY	SUPPLY OFFICER/ASSET MANAGER
35.	1	SAN JOSE DEL MONTE CITY	SUPPLY OFFICER/ASSET MANAGER
36.	1	SAN JOSE CITY	SUPPLY OFFICER/ASSET MANAGER
37.	1	SCIENCE CITY OF MUNOZ	SUPPLY OFFICER/ASSET MANAGER
38.	1	TARLAC CITY	SUPPLY OFFICER/ASSET MANAGER
39.	1	TARLAC PROVINCE	SUPPLY OFFICER/ASSET MANAGER
40.	1	ZAMBALES	SUPPLY OFFICER/ASSET MANAGER
41.	1	MARIA AURORA NATIONAL HIGH SCHOOL	SUPPLY OFFICER/PROPERTY CUSTODIAN
42.	1	BALER NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
43.	1	BALAGTAS AHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
44.	1	FORTUNATO F. HALILI NAS	SUPPLY OFFICER/PROPERTY CUSTODIAN
45.	1	F. G. BERNARDINO MTS	SUPPLY OFFICER/PROPERTY CUSTODIAN
46.	1	GUIGUINTO NVHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
47.	1	OBANDO SF	SUPPLY OFFICER/PROPERTY CUSTODIAN
48.	1	SAN RAFAEL NTS	SUPPLY OFFICER/PROPERTY CUSTODIAN
49.	1	GABALDON VAHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
50.	1	STO. DOMINGO NTS	SUPPLY OFFICER/PROPERTY CUSTODIAN



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NUMBER	ALLOTTED NO. OF PAX	NAME OF REGIONAL DIVISION/UNIT, SCHOOLS DIVISION AND SELECTED SCHOOLS	TITLE POSITION/ DESIGNATION
51.	1	FLORIDABLANCA NAS	SUPPLY OFFICER/PROPERTY CUSTODIAN
52.	1	SAN VICENTE PILOT SPC	SUPPLY OFFICER/PROPERTY CUSTODIAN
53.	1	EDUARDO COJUANGCO NVHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
54.	1	CANDELARIA SF	SUPPLY OFFICER/PROPERTY CUSTODIAN
55.	1	ZAMBALES NATIONAL HIGH SCHOOL	SUPPLY OFFICER/PROPERTY CUSTODIAN
56.	1	JESUS MAGSAYSAY HIGH SCHOOL	SUPPLY OFFICER/PROPERTY CUSTODIAN
57.	1	JUAN R. LIWAG MNHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
58.	1	ANGELES CITY NTS	SUPPLY OFFICER/PROPERTY CUSTODIAN
59.	1	MALOLOS MARINE FSL	SUPPLY OFFICER/PROPERTY CUSTODIAN
60.	1	SAN JOSE DEL MONTE NTS	SUPPLY OFFICER/PROPERTY CUSTODIAN
61.	1	PABLO ROMAN NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
62.	1	BATAAN SF	SUPPLY OFFICER/PROPERTY CUSTODIAN
63.	1	BECURAN NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
64.	1	PAMPANGA HS	SUPPLY OFFICER/PROPERTY CUSTODIAN
65.	1	FRANCISCO G. NEPOMUCENO MHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
66.	1	CITY OF OLONGAPO NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
67.	1	REGIONAL SCIENCE HS	SUPPLY OFFICER/PROPERTY CUSTODIAN
68.	1	BATAAN NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
69.	1	HONORATO C. PEREZ SR. MSHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
70.	1	MUNOZ NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
71.	1	CONSTANCIO PADILLA NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
72.	1	DONA ASUNCION LEE INTEGRATED SCHOOL	SUPPLY OFFICER/PROPERTY CUSTODIAN
73.	1	MEYCAUAYAN NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
74.	1	CENTRAL AZUCARERA DE TARLAC NHS	SUPPLY OFFICER/PROPERTY CUSTODIAN
75.	1	JESUS MAGSAYSAY TECH-VOC HS	SUPPLY OFFICER/PROPERTY CUSTODIAN
TRAINING MANAGEMENT TEAM			
76.	1	SANTOS, ZITA U.	SUPERVISING ADMINISTRATIVE OFFICER
77.	1	EBREO, FELISA R.	ADMINISTRATIVE OFFICER V
78.	1	SERRANO, EDGARDO S.	EDUCATION PROGRAM SUPERVISOR
79.	1	VICENTE, BRYAN L.	EDUCATION PROGRAM SPECIALIST II
80.	1	DAVID, ESTRELLITA L.	CHIEF EDUCATION SUPERVISOR
81.	1	OCAMPO, JOCELYN ALICE S.	EDUCATION PROGRAM SUPERVISOR
82.	1	USMAN, ARNEL A.	EDUCATION PROGRAM SUPERVISOR
83.	1	BACANI, WILLIAM G.	EDUCATION PROGRAM SUPERVISOR
84.	1	JUAN, IMELDA B.	EDUCATION PROGRAM SPECIALIST II
85.	1	PENA, JEANNETTE	EDUCATION PROGRAM SPECIALIST II
86.	1	ARTATES, CHERYLEE G.	INFORMATION TECHNOLOGY OFFICER I
87.	1	CORDOVA, JOSE MARIE C.	COMPUTER PROGRAMMER II
88.	1	SAN JOSE, BERNADETTE D.	ADMINISTRATIVE AIDE IV
89.	1	GRACE C. SANTOS	ADMINISTRATIVE AIDE VI
90.	1	MIRANDA, LIGAYA A.	ADMINISTRATIVE ASSISTANT I
91.	1	MANUEL, EDWARD BONN F.	ADMINISTRATIVE AIDE III



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July 12 - 14, 2017
NEAP – III, Pulungbulo, Angeles City, Pampanga

TRAINING MANAGEMENT TEAM/TECHNICAL WORK COMMITTEES

TASKS/ASSIGNMENTS	PERSONS IN-CHARGE
Over-all Program Lead	Edgardo Simon Serrano, Ed. D. Felisa R. Ebreo
Program Focal Person	Edgardo Simon Serrano, Ed. D. Zita U. Santos Jocelyn Alice S. Ocampo
Secretariat/Documenter <ul style="list-style-type: none">• Program and Invitation• Registration/Attendance• Documentation• Certificates and Tokens	Imelda B. Juan Bryan L. Vicente Bernadette D. San Jose Grace C. Santos
Training Managers <ul style="list-style-type: none">• Sessions• Trainers/LFs/Resource Persons• Program Emcees/Moderators	William G. Bacani, Ph. D. Arnel A. Usman Jeannette G. Peña Imelda B. Juan
Logistics Officers <ul style="list-style-type: none">• Physical Facilities• Supplies, Equipment, and Materials	Ligaya A. Miranda Edward Bonn F. Manuel Aldrin C. Isip
Welfare Officers <ul style="list-style-type: none">• Meals• Medical• Wellness Activity (Energizer)	Joven DJ Supan Marivic C. Pinlac Mercedita P. Passion Jeannette G. Peña Imelda B. Juan
QAME Officers <ul style="list-style-type: none">• Daily Evaluation and End Program Evaluation	Jose Mari C. Cordova Eric John L. Uncad Edgardo Simon Serrano, Ed. D. Bryan L. Vicente Joven DJ. Supan
POA Officers <ul style="list-style-type: none">• Session Process Observers	William G. Bacani, Ph. D. Jocelyn Alice S. Ocampo Arnel A. Usman