



November 21, 2019

DepED-X
Cagayan de Oro City

REGIONAL MEMORANDUM

No. 796, s. 2019

NOV 25 2019

RELEASED

**REGIONAL WORKSHOP ON THE PREPARATION OF ASSET MANAGEMENT
REPORTS/INVENTORIES THROUGH THE ENHANCEMENT
OF THE INVENTORY MANAGEMENT SYSTEM**

To: **Schools Division Superintendents**
Divisional Supply Officers
Regional Information Communication Technology Officer
All Others Concerned
This Region

1. To comply with the existing policies, rules, and regulations relative to the preparation and submission of accurate annual inventory reports, this Office, through the Administrative Division-Asset Management Section, will conduct a live-out **Regional Workshop on the Preparation of Asset Management Reports/Inventories through the Enhancement of the Inventory Management System** at the Conference Hall, DepEd Regional Office 10, Cagayan de Oro City, on November 29-30 (exclusive of travel time), at 8:00 a.m.
2. The activity is aimed at the following:
 - a. Discuss and resolve issues and concerns of the divisional supply officers on the created Inventory Management System (IMS); and
 - b. Create a uniform monitoring system for procurement.
3. The expected participants of the activity are the divisional supply officers and the ICT officer who are requested to take with them their laptops for the online enhancement of the IMS.
4. Accommodation, travel, and other incidental expenses are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ADMIN-AMS/imce



Certificate Number: AJA18-0170

The LEARNER: The heart of DepEd Region