



**Office of the Regional Director**

December 2, 2020

REGIONAL MEMORANDUM

No. 461, s. 2020

**VIRTUAL MEETING ON THE STATUS/UPDATES ON THE ENCODING OF ASSET INVENTORIES IN THE INVENTORY MANAGEMENT SYSTEM (IMS)**

To: Schools Division Superintendents  
Divisional Supply Officers  
Regional Computer Programmer II  
ITO of Camiguin  
All Others Concerned

1. Based on Regional Memorandum No. 230, s. 2020 dated June 10, 2020 titled Guidelines in the Enhancement of the Inventory Management System, the divisional supply officers are enjoined to attend a one-day virtual meeting on the status/updates on the encoding of asset inventories in the IMS on December 22, at 8:00 a.m.

2. The meeting will be conducted with the assistance of Mr. Elson C. Jamero, ICT of Camiguin, and is intended to ensure that accurate data on school resources for use in planning, budgeting, resource allocation, and decision making is available. The status of encoding the assets and concerns on the input provided on TX/LM's/DCP's by the divisional supply officers, among others, through the enhanced system, will also be discussed.

4. For queries and clarifications, all concerned may contact any of the following:

- a) Computer Programmer II - Mr. Ralph Simon L. Mabulay - RO
- b) Information Technology Officer - Mr. Elson C. Jamero - Camiguin

5. Immediate and wide dissemination of this Memorandum is desired.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ADMIN-AMS/imeec

