



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 100 s. 2021

TO : **SCHOOL PROPERTY CUSTODIAN/SUPPLY OFFICERS**

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **4-DAY ORIENTATION AND WORKSHOP ON GOVERNMENT ACCOUNTING MANUAL BEING USED IN THE PROPERTY/SUPPLY SECTION AND REVISITING GUIDELINES AND PROCEDURES IN THE ACCEPTANCE, ISSUANCE AND DISPOSAL OF PROPERTIES**

DATE : March 15, 2021

1. To achieve uniformity and consistency of forms and in the observance of audit procedures from acceptance to disposal of properties, the Supply section is conducting this activity to familiarize and fully understand the process.
2. The seminar will be on March 22-25, 2021, 8AM to 5PM, at Metro Center Hotel and Convention Center.
3. All expenses will be chargeable against Division MOOE.
4. Attendance is a must and in exchange of the certificate of attendance and participation, outputs/reports are to be submitted/collected on the last day of the orientation.
5. Bring your own laptops on the 3rd and 4th day of the Orientation for the Workshop.
6. Health and Safety Protocols should be strictly observed.
7. For immediate dissemination and compliance.

JIAL/CASH&SUPPLY/mcr



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