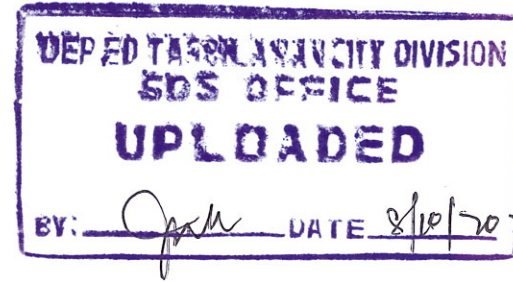




Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City



Office of the Schools
Division
Superintendent

August 5, 2022

DIVISION MEMORANDUM
No. 293, s.2022

**ORIENTATION ON THE IMPLEMENTATION OF INVENTORY MONITORING
SYSTEM OF DEPED TAGBILARAN CITY**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Administrative Officer IV - Supply
Administrative Officer II
Non – Teaching School Property Custodians
Division Accounting Personnel

1. The growing recognition among schools on the importance of asset/ property management practice has led its increased adoption of Asset Management System and its initiative for continuous improvement

2. In relation to this, this office through the Division Supply Section and Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS), will conduct a **Hands-on Orientation on the Implementation of Inventory Monitoring System** on **August 16-18, 2022** from 8:00 a.m. -5:00 pm. The venue is still to be determined.

3. This activity aims to:

- a. discuss issues, gaps and other concern related to inventory taking in the schools and in the division office;
- b. introduce Inventory Monitoring Data-Based System;
- c. capacitate participants on the utilization /use of the inventory monitoring system; and
- d. reconcile existing inventory reports using the system.

4. The participants of this activity are schools supply officers, school property custodian designates, division supply personnel, LRMS PDO II and LRMS Education Program Supervisor.

5. Participants are requested to bring laptop, extension wire and their existing learning resource inventory reports.



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
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Email Address: tagbilarancity.division@deped.gov.ph

6. Expenses for meals and snacks of participants shall be charged against Division Funds subject to the usual accounting and auditing rules and regulations.
7. Enclosed are the List of Participants and Training Matrix.
8. Immediate and wide dissemination of this Memorandum is highly directed.

JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent
Office of the Schools Division
Superintendent

JIAL/MKP/CID/JAAL /NSS



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LIST OF PARTICIPANTS		
NAME	SCHOOL	DESIGNATION/POSITION
DR. JOSEPH IRWIN A. LAGURA	OSDS	SDS
DR. CASIANA P. CABERTE	OASDS	ASDS
DR. JOHN ARIEL A. LAGURA	DIVISION OFFICE - CID	CHIEF, CID
DR. FILOMENA TANGAAN	DIVISION OFFICE - HRDD	SEPS, HRDD
DR. ROSENE OLAIVAR	DIVISION OFFICE - SGOD	EPS
SARABIA, NEOLITA S.	DIVISION OFFICE - LRMS	EPS - LRMS
RIOS, SIMON T.	DIVISION OFFICE - LRMS	PDO II - LRMS
SUMAMPONG, RETCHEL T.	UBUJAN ES	AO II
CESAR, ELLEN S.	TALOTO & SAN ISIDRO ES	AO II
CIRUELA, AIREEN T.	MANGA ES	AO II
ARABACA, RAQUEL M.	COGON ES	AO II
MAR, MARECYL D.	EASTERN COGON ES	AO II
GAMAO, GINA E.	TIPTIP & CABAWAN ES	AO II
RIOS, GRACE A.	DAO ES	AO II
LOREJO, RUBEN C.	TCCS SPED & DAMPAS ES	AO II
GUTIERREZ, MARY MELODY A.	BOOY ES	AO II
SARIGUMBA, JENNIFER B.	BOOL & MANSASA ES	AO II
SUMAYLO, ANANIAS J.	TAGBILARAN CITY CENTRAL ES	AO II
BUSTAMANTE, DINAH T.	CITY EAST ES	AO II
MUYCO, EASTER SUNDAY	BOOY SOUTH ES & TCHS FOR HI	AO II
ACEDO, DARLENE JOSEFINA P.	DR. CECILIO PUTONG NHS	AO I
MALIG-ON, KAREN M.	MANSASA NHS	ADAS II / SCHOOL PROPERTY CUSTODIAN DESIGNATE
MISA, JUALEY D.	TCSHS	ADAS II / SCHOOL PROPERTY CUSTODIAN DESIGNATE
PUMATONG, MARY GRACE	SAN ISIDRO NHS	ADAS II / SCHOOL PROPERTY CUSTODIAN DESIGNATE
INGLES, FATIMA MELODY P.	MANGA NHS	ADAS II / SCHOOL PROPERTY CUSTODIAN DESIGNATE
CHATTO, HELEN B.	COGON HS EVENING CLASS	ADAS II / SCHOOL PROPERTY CUSTODIAN DESIGNATE
REVEREAL, JAPHET A.	DR. CECILIO PUTONG NHS	ADAS II / SCHOOL PROPERTY CUSTODIAN DESIGNATE
RALLOS, MARIFE C.	DIVISION OFFICE - SUPPLY	AO - IV / SUPPLY OFFICER
BABAISON, FAIRY ANN	DIVISION OFFICE - SUPPLY	ADA - VI
TAMBIS, ROSALIE A.	DIVISION OFFICE - ACCOUNTING	ADAS III
CAPON, CHRISTIAN JOHN L.	DIVISION OFFICE - ACCOUNTING	ADAS III



Republic of the Philippines
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REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

Enclosure

Title: ORIENTATION ON THE IMPLEMENTATION OF INVENTORY MONITORING SYSTEM OF DEPED TAGBILARAN CITY

Date: August 16 – 18, 2022

Venue: To be identified

Participants

- **School Supply Officers**
- **School Property Custodians**
- **Division Personnel**
 - **CID – LRMS**
 - ✓ Dr. Neolita S. Sarabia.
 - ✓ Mr . Simon T. Rios
 - **Supply and Accounting Section**
 - ✓ Ms. Marife C. Rallos
 - ✓ Ms. Fairy Ann Babaison
 - ✓ Ms. Rosalie A. Tambis
 - ✓ Mr. Christian John L. Capon
 - **SGOD – HRTD**
 - ✓ Dr. Filomena C. Tanggaan
 - ✓ Dr. Rosene D. Olaiivar



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DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

MATRIX OF ACTIVITIES

Day 1- August 16, 2022	7:30-8:30 a.m	Arrival/ Registration	
	8:30-9:00 a.m	Philippine National Anthem Bohol and Tagbilaran Hymms Doxology/Prayer	
	9:00-12:00noon	Welcome Remarks	Dr. Neolita S. Sarabia EPS - LRMDS
		Acknowledgment of Participants	Ruben A. Lorejo, MPA AO II-Dampas ES / TCCS SPED
		Statement of Purpose	Marife C. Rallos AO - IV Division Supply Officer
1:00 p.m-5:00 p.m		Leveling of Expectation	Fairy Ann Babaison ADA - VI
		Importance of maintaining Stock Card, Property Card, Report on Physical Count of Inventories and Report on Physical Count of Property, Plant and Equipment.	Japhet A. Reverreal - ADAS II
		Presentation of the Inventory Monitoring System and its features	
Day 2- August 17, 2022	8:00 a.m -12:00 a.m	Nationalistic/ Prayer Energizer	
		Sharing/Installation of Inventory Monitoring System per School	Japhet A. Reverreal - ADAS II
	1:00 p.m-5:00p.m	Data entry of Inventories per school	Japhet A. Reverreal - ADAS II
Day 3 August 18, 2022	8:00 a.m -12:00 a.m	Nationalistic/ Prayer Energizer	
		Data entry of Inventories per school continuation	Japhet A. Reverreal - ADAS II

1:00 p.m- 5:00 pm

Other Issues and Concerns/ Open
Forum

Japhet A. Revereal - ADAS II
Marife C. Rallos - AO IV