



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

**Office of the Schools Division
Superintendent**

September 21, 2026

DIVISION MEMORANDUM
OSDS-2026 - 162

To: **JAPHET A. REVEREAL**
Administrative Officer IV – Supply Officer

**ATTENDANCE TO THE NATIONAL CONFERENCE OF THE DEPARTMENT OF
EDUCATION SUPPLY OFFICERS**

1. Pursuant to DepEd Memorandum OM-ADMIN-2026-452 dated August 24, 2026, titled National Conference of the Department of Education Supply Officers, this Office announces the participation of **Mr. Japhet A. Revereal**, Administrative Officer IV – Supply Officer of this Division, in the said conference to be held on November 10-12, 2026, at the Baguio Teachers Camp, Baguio City.
2. The conference aims to a.) gather Supply Officers and Administrative Officers handling Property and Supply functions across all governance levels, b.) present and discuss recent policy updates, issues, and legal frameworks relevant to property and supply management, c.) address issues and challenges encountered in the field and identify possible courses of action, d.) harmonize existing practices and identify process gaps toward a unified quality control plan, and e.) communicate the Department's priorities and strategic directions in support of the DepEd 5-Point Reform Agenda.
3. Expenses incurred during the travel and participation in the conference shall be charged against Division MOOE or any available local funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate compliance with this Memorandum is hereby directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMJr/Jar



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

OM-ADMIN-2026-452

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT : **NATIONAL CONFERENCE OF DEPARTMENT OF EDUCATION
SUPPLY OFFICERS**

DATE : **24 August 2026**

The Department of Education (DepEd), through the Administrative Service – Asset Management Division (AS-AMD), shall conduct the National Conference of DepEd Supply Officers on November 10-12, 2026, at the Baguio Teachers Camp, Baguio City.

The conference aims to:

- Gather all Supply Officers, including Administrative Officers handling Asset Management Divisions/Sections or Property and Supply Units, across all governance levels;
- Present and discuss recent policy updates, issuances, and legal frameworks relevant to property and supply management;
- Address issues and challenges encountered in the field and identify possible courses of action;
- Harmonize existing practices and identify gaps in processes to establish a unified quality control plan; and
- Communicate the Department's priorities and strategic directions in support of the DepEd 5-Point Reform Agenda.

The conference will cover, among others, updates on Republic Act No. 12009 (New Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR), with particular emphasis on the provisions governing Direct Acquisition, Learning Continuity Spaces, and the Booking-Up of School Building and Infrastructure Projects. The conference will likewise include a workshop on the AS-AMD Property and Supply Management Manual to help contribute to its improvement and promote the uniform application of policies and procedures on property and supply management across all governance levels.

The target participants are the Supply Officers and Administrative Officers from the Regional Offices (ROs) and Schools Division Offices (SDOs) who are responsible for

Asset Management Divisions/Sections or Property and Supply Units, whether serving in a permanent, acting, officer-in-charge, or designated concurrent capacity.

Expenses for venue, board and lodging, meals, supplies and materials, communication expenses, professional fees, contingency expenses, and the travel expenses of the resource persons, secretariat, and committee members from the DepEd Central Office shall be charged against the AS-AMD GASS MOOE (FY 2025 Continuing Funds), subject to the usual budgeting, accounting, and auditing rules and regulations. The travel expenses of participants from the Regional Offices and Schools Division Offices shall be charged against their respective local funds, subject to the availability of funds and the applicable government accounting and auditing rules and regulations.

To facilitate the necessary arrangements for accommodation and meals, all participants are requested to confirm their attendance by completing the online registration form on or before **October 30, 2026**. A **"No Confirmation, No Accommodation"** policy shall be strictly implemented. Participants are therefore enjoined to complete their registration within the prescribed period.

Registration Link: <https://tinyurl.com/25j9s6fp>

QR Code:



Participants are expected to arrive and check in at the venue on November 10, 2026, with lunch serving as the first meal. The opening program shall commence at 3:00 p.m. on the same day. The conference shall conclude on November 12, 2026, with morning snacks as the last meal before participants check out.

Please be advised that the venue reservation and accommodation procured by AS-AMD cover only the period of November 10–12, 2026. Any accommodation before November 10 or beyond November 12, 2026, as well as the corresponding expenses, shall be charged to the participants or their respective offices.

Likewise, please note that the accommodation, board and lodging, and meals provided are exclusively for registered participants. Expenses for accompanying personnel shall not be charged to the conference funds and shall be the responsibility of the concerned participant or their respective office, subject to applicable rules and regulations.

For further information, please contact Mr. Albert C. Alano, Chief, Asset Management Division, Administrative Service, Department of Education Central Office, 2/F Bonifacio Building, Meralco Avenue, Pasig City, through as.amd@deped.gov.ph.

Thank you.