



July 8, 2019

DIVISION MEMORANDUM

No. 123, s. 2019

DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (TRAINING OF TRAINERS)

TO: Assistant Schools Division Superintendent
SGOD and CID Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
District/Cluster ICT Coordinators
All Others Concerned

1. The DepEd Schools Division of Sorsogon ICT Unit will conduct a training of trainers for the Division Orientation on Property and Supply Management System on **July 18-20, 2019 at a venue to be announce later through advisory.**
2. This aims to train the 27 District ICT Coordinators and 14 Cluster ICT Coordinators that will serve as Trainers during the conduct of the division roll out for School Heads, School Property Custodian and School ICT Coordinators. Also, District/Cluster ICT Coordinators will have a common understanding on the proper procedures of accepting and recording of DepEd Computerization Program (DCP) deliveries; to orient the School Heads, ICT coordinators, and Property Custodians on the inspection and acceptance of DCP packages; and to introduce the Microsoft Office 365 and Open Education Resources.
3. The participants in this training of trainers are the **27 District ICT Coordinators and 14 Cluster ICT Coordinators.** They are advised to bring their laptop, pocket wifi, external hard drive and extension cord.
4. The following enclosures are found in this Memorandum:
 - Enclosure No. 1 – Training Matrix
 - Enclosure No. 2 – Executive/Technical Working Committees and List of Facilitators
 - Enclosure No. 3 – List of Participants
5. Food and Accommodation will be charged to Sub-Allotment Release Order No. ROV-19-03-07. The travel and other expenses to be incurred relative to this activity are chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and strict compliance of all concerned.


LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent 



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON

Capitol Compound, Sorsogon City, Philippines 4700



ADVISORY

July 10, 2019

(to Division Memorandum No. 123, s. 2019: DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (TRAINING OF TRAINERS))

Please be informed that the venue of the DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (TRAINING OF TRAINERS) will be at **Nature's Spring Resort, Monbon, Irosin, Sorsogon.**

For your information and guidance.


LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent 

DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (TRAINING OF TRAINERS)
July 18-20, 2019

TRAINING MATRIX

TIME	ACTIVITY		
	DAY 1	DAY 2	DAY 3
8:00 am – 9:00 am	Registration	MOL	MOL
9:00 am – 10:00 am	Preliminaries <ul style="list-style-type: none"> • Pambansang Awit • Prayer • Roll Call • Welcome/Rationale • House Rules 	Microsoft Office 365 Empowerment Workshop ALBERT C. LLAVA JOHN C. HIDEA	Action Planning for the Division Roll out and Target Setting for the Implementation of ICT Programs, Projects and Activities JOHN REY PEREZ
10:00 am – 12:00 nn	DCP Handbook ARVIN ESMENA ALVIN LABAN		
12:00 nn – 1:00 pm	Lunchbreak		
1:00 pm – 6:00pm	Introduction to Open Education Resources (OER) RONALD MANDANE	Orientation on Property and Supply Management System JOHN REY PEREZ ALBERT C. PEREZ	Team Building Activity and Closing Program
6:00pm – 7:30pm	Dinner		

**DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (TRAINING OF TRAINERS)
July 18-20, 2019**

EXECUTIVE COMMITTEE

Executive Chairperson

LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent

Co-Chairperson

MA. JEANY T. POSTRADO, Ed. D.
Assistant Schools Division Superintendent

TECHNICAL WORKING GROUP

Chairperson:

JOHN REY J. PEREZ
Information Technology Officer I

Co-Chairperson/s:

JOHN C. HIDEA, Administrative Assistant II
ROBERT E. ENRERA, Administrative Aide I-JO

Committee	In-Charge
Facilitator/s	JOHN REY PEREZ, IT Officer I ALBERT C. PEREZ, Administrative Officer IV ALBERT LLAVA, Donsol NCHS JOHN C. HIDEA, Administrative Assistant II ARVIN ESMENA, Gubat NHS ALVIN LABAN, Pto. Diaz NHS RONALD MANDANE, Pilar NCHS
Accommodation and Billeting	JUNEL GUANTERO, Casiguran District
Certificates	ELIAKIM H. DELOVINO, Irosin II District
Documentation	VIC HUBERT L. TEE, Pilar II District
Attendance/Registration	ALVIN F. RAMOS, Gubat North District MARICEL L. BERNARTE, Castilla South District ALLYN GENORGA, Bulusan NHS
Tarpaulin and Shirt Design	ERVIN BALASTON, Bulan NHS
Team Building	CHERYL QUINTO, Bulan I District NELSON FURAQUE, Bulusan District MARICEL BERNARTE, Castilla South District FRANCIA JESALVA, Castilla East District DULCE ESCUREL, Pto. Diaz District MARLON OMBAO, Donsol West II District ARA MANATA, Castilla West District

DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM (TRAINING OF TRAINERS)

July 18-20, 2019

LIST OF PARTICIPANTS

	DISTRICT	NAME
1.	Sta Magdalena	JOY F. FORTE
2.	Pto Diaz	DULCE J. ESCUREL
3.	Matnog I	ROY G. RAPSING
4.	Matnog II	ROLLET ABARNAS
5.	Irosin I	RAMIRO S. MERCADO
6.	Irosin II	ELIAKIM H. DELOVINO
7.	Juban	MARLENE V. GUERRERO
8.	Gubat South	MARY JOY M. FULO
9.	Gubat North	ALVIN F. RAMOS
10.	Bulusan	NELSON G. FURAQUE
11.	Bulan I	CHERYL D. QUINTO
12.	Bulan II	JENNIFER G. JESALVA
13.	Bulan III	RONALD G. GABUYO
14.	Bulan IV	LYN C. SERGIO
15.	Barcelona	ABNER F. LOMANGAYA
16.	Pilar I	MANUEL CELERIO
17.	Pilar II	VIC HUBERT L. TEE
18.	Pilar III	ANGELA MAE L. GUAMOS
19.	Magallanes South	ZANDER C. RAZO
20.	Magallanes North	ELVIN B. CORNELLO
21.	Donsol East	FLORITA CAYABYAB
22.	Donsol West I	ARNALDO B. MUNCAL
23.	Donsol West II	MARLON P. OMBAO
24.	Castilla East	FRANCIA B. JESALVA
25.	Castilla West	ARA S. MANATA
26.	Castilla South	MARICEL L. BERNARTE
27.	Casiguran	JUNEL C. GUANTERO
	Cluster	
28.	Sta Magdalena NHS	RUBY F. POSTRADO
29.	Pto. Diaz NHS	ALVIN D. LABAN
30.	Matnog NHS	DINA GARRA
31.	Gallanosa NHS	MARCRIS LLANZA
32.	Juban NHS	SEVERINO R. CANTUBA JR.
33.	Gubat NHS	ARVIN ESMENA
34.	Bulusan NHS	ALLYN F. GENORGA
35.	Bulan NHS	ERVIN G. BALASTON
36.	Barcelona NCHS	MARIS P. GANACE
37.	Pilar NCHS	CHRISTIAN C. BELARO
38.	Magallanes NVHS	ALVIN D. DESPABILADERAS
39.	Donsol NCHS	ALBERT S. LLAVA
40.	Cumadcad NHS	JOEY L. GARCIA
41.	Casiguran TVS	JEZELLE D. HIDEA
42.	SDO	JOHN REY J. PEREZ
43.	SDO	JOHN C. HIDEA
44.	SDO	ROBERT ENRERA
45.	SDO	ALBERT C. PEREZ
46.	SDO	JOHN FREQ
47.	Support Staff	ANGELO REY GOLPO
48.	Support Staff	MARLYN J. MASANQUE
49.	Support Staff	AILEN S. LAGUDA
50.	Support Staff	RONALD MANDANE