



July 16, 2019

**DIVISION MEMORANDUM**

No. 133, s. 2019

**ONE-DAY DIVISION ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

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

1. The DepEd Schools Division of Sorsogon - ICT Unit will conduct a One-Day Division Orientation on Property and Supply Management System that is scheduled from August 1, 2019 to August 31, 2019 at **various venues to be announced later through advisory.**
2. This aims to train the School Heads, School Property Custodians and School ICT Coordinators to 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 workshop are the identified **531 School Heads, 531 School Property Custodians and 531 School ICT Coordinators.** They are advised to bring their laptop, external hard drive, pocket wifi 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 – Training Schedule and Venue and List of Participants
5. Meals 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

## TRAINING MATRIX

### One-Day Division Orientation on Property and Supply Management System

TIME	ACTIVITY
8:00 am – 9:00 am	<b>Registration</b>
9:00 am – 10:00 am	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• <b>Pambansang Awit (AVP)</b></li> <li>• <b>Prayer (AVP)</b></li> <li>• <b>Roll Call</b> <ul style="list-style-type: none"> <li>○ <b>PSDS/Cluster Head</b></li> </ul> </li> <li>• <b>Welcome/Rationale</b> <ul style="list-style-type: none"> <li>○ <b>PSDS/Cluster Head</b></li> </ul> </li> <li>• <b>House Rules</b> <ul style="list-style-type: none"> <li>○ <b>District/Cluster ICT Coordinator</b></li> </ul> </li> </ul>
10:00 am – 12:00 nn	<b>Orientation on Property and Supply Management System</b> -District/Cluster ICT Coordinator
12:00 nn – 1:00 pm	<b>Lunch</b>
1:00 pm – 2:00pm	<b>DCP Handbook</b> -District/Cluster ICT Coordinators
2:00pm – 3:30pm	<b>Microsoft Office 365 Empowerment Workshop</b> -District/Cluster ICT Coordinators
3:30pm – 5:00pm	<b>Introduction to Open Education Resources (OER)</b> -District/Cluster ICT Coordinators
5:00pm – 5:30pm	<b>Closing Program</b>

**EXECUTIVE/TECHNICAL WORKING COMMITTEES AND LIST OF FACILITATORS**  
**One-Day Division Orientation on Property and Supply Management System**

**EXECUTIVE COMMITTEE**

**Executive Chairperson** **LOIDA N. HIDEA, 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**

Municipality	Facilitator/s	PSDSs and Cluster Head
Sta. Magdalena	JOY F. FORTE RUBY F. POSTRADO	NENETH E. ALAMA
Pto. Diaz	DULCE J. ESCUREL ALVIN D. LABAN	MARIANNE Z. ARINES IMELDA DINO
Matnog	ROY G. RAPSING ROLLET ABARNAS DINA GARRA	JOSE FRANCISCO ARRIBAS ADRIAN B. ENERIA MA. TERESITA AREVALO
Irosin	RAMIRO S. MERCADO ELIAKIM H. DELOVINO MARCIS LLANZA AILEN S. LAGUDA	ALEX RODRIGUEZ MANUEL V. ESTERA MA. BELLA A. NARES
Juban	MARLENE V. GUERRERO SEVERINO R. CANTUBA JR.	RODOLFO EVASCO JOSEPHINE ENTERIA
Gubat	MARY JOY M. FULO ALVIN F. RAMOS ARVIN ESMENA	MARISSA G. BENDICIO LILIA ZITA A. PURA RAMON ESTUR
Bulusan	NELSON G. FURAQUE FRANCIS GENORGA	RINA D. DESPUIG AVE MENDIZABAL
Bulan	CHERYL D. QUINTO JENNIFER G. JESALVA RONALD G. GABUYO LYN C. SERGIO ERVIN G. BALASTON	SALVE E. FERRERAS ISAIAS A. BERMAS JULIET TAMBOONG LINY B. GREFAL VICENTE N. NOCOS JR.
Barcelona	ABNER F. LOMANGAYA MARIS P. GANACE	NOEL L. AGNOTE EDEN DUKA
Pilar	MANUEL CELERIO VIC HUBERT L. TEE ANGELA MAE L. GUAMOS CHRISTIAN C. BELARO RONALD MANDANE ANGELO REY GOLPO	GINA Q. TAROG SOCORRO B. LEOSALA BEVELYN CARAMOAN ELEANOR OBLIGAR
Magailanes	ZANDER C. RAZO ELVIN B. CORNELLO ALVIN D. DESPABILADERAS	EMMA L. NAVAS JIMMALOU A. MELLA DENNIS DE GUZMAN
Donsol	FLORITA CAYABYAB ARNALDO B. MUNCAL MARLON P. OMBAO ALBERT S. LLAVA MARLYN J. MASANQUE	EVANGELINE DATAR EDDIE P. SABALBORO ARNOLD A. PERALTA EDUARDO A. POLLARCA
Castilla	FRANCIA B. JESALVA ARA S. MANATA MARICEL L. BERNARTE JOEY L. GARCIA	JOSEPHINE VILLARUEL ROSALINA P. BURABOD LANI L. PEREZ CORAZON A. MONTILLA
Casiguran	JUNEL C. GUANTERO JEZELLE D. HIDEA	LUCY P. HAMOR AMADEO O. LAGUDA

## TRAINING SCHEDULE AND VENUE AND LIST OF PARTICIPANTS

### One-Day Division Orientation on Property and Supply Management System

	DISTRICT/CLUSTER/LEVEL		No. of Schools	No. of Participants per school	TOTAL	Date	Venue
1	Sta Magdalena	Elementary	10	3	30	TBA	TBA
		Secondary	2	3	6		
		Support Staff	N/A	1	1		
	TOTAL NUMBER OF PARTICIPANTS (Sta. Magdalena)				37		
2	Pto Diaz	Elementary	19	3	57	TBA	TBA
		Secondary	3	3	9		
		Support Staff	N/A	2	2		
	TOTAL NUMBER OF PARTICIPANTS (Pto. Diaz)				68		
3	Matnog 1	Elementary	18	3	54	TBA	TBA
	Matnog 2	Elementary	18	3	54		
		Secondary	4	3	12		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Matnog)				122			
4	Irosin 1	Elementary	15	3	45	TBA	TBA
	Irosin 2	Elementary	16	3	48		
		Secondary	3	3	9		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Irosin)				104			
5	Juban	Elementary	24	3	72	TBA	TBA
		Secondary	6	3	18		
		Support Staff	N/A	2	2		
	TOTAL NUMBER OF PARTICIPANTS (Juban)				92		
6	Gubat South	Elementary	20	3	60	TBA	TBA
	Gubat North	Elementary	19	3	57		
		Secondary	6	3	18		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Gubat)				137			
7	Bulusan	Elementary	20	3	60	TBA	TBA
		Secondary	3	3	9		
		Support Staff	N/A	2	2		
	TOTAL NUMBER OF PARTICIPANTS (Bulusan )				71		
8	Bulan 1	Elementary	16	3	48	TBA	TBA
	Bulan 2	Elementary	15	3	45		
	Bulan 3	Elementary	15	3	45		
	Bulan 4	Elementary	16	3	48		
		Secondary	12	3	36		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Bulan)				224			
9	Barcelona	Elementary	21	3	63	TBA	TBA
		Secondary	3	3	9		
		Support Staff	N/A	2	2		
	TOTAL NUMBER OF PARTICIPANTS (Barcelona)				74		



10	Pilar I	Elementary	18	3	54	TBA	TBA
	Pilar II	Elementary	18	3	54		
	Pilar III	Elementary	18	3	54		
		Secondary	10	3	30		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Pilar)					194		
11	Magallanes South	Elementary	14	3	42	TBA	TBA
	Magallanes North	Elementary	14	3	42		
		Secondary	8	3	24		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Magallanes)					110		
12	Donsol East	Elementary	17	3	51	TBA	TBA
	Donsol West 1	Elementary	15	3	45		
	Donsol West 2	Elementary	15	3	45		
		Secondary	7	3	21		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Donsol)					164		
13	Castilla East	Elementary	13	3	39	TBA	TBA
	Castilla South	Elementary	13	3	39		
	Castilla West	Elementary	13	3	39		
		Secondary	11	3	33		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Castilla)					152		
14	Casiguran	Elementary	20	3	60	TBA	TBA
		Secondary	3	3	9		
		Support Staff	N/A	2	2		
TOTAL NUMBER OF PARTICIPANTS (Casiguran)					69		
GRAND TOTAL					1618		