



Republic of the Philippines
 Department of Education
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



January 6, 2019

Regional Memorandum
 No. 010-2020

RELEASED
 JAN 08 2020
 DEPED-CAR

CAPACITY BUILDING TRAINING WORKSHOP FOR SUPPLY OFFICERS/PROPERTY CUSTODIANS of DepEd-CAR IMPLEMENTING UNITS

To: Schools Division Superintendents
 Supply Officers
 All Schools Division Office
 All Others Concerned

1. The Asset Management Division-Administrative Service Central Office programmed capacity building training workshops for all supply officers of the Regional Offices, Division Offices and Implementing Units which aims to capacitate them on property and supply management. The Region and Division Supply Officers had their capacity building training workshop last October 15-18, 2019 in Legazpi, Albay.

2. For the capacity building and training workshop of all supply officers of implementing units in DepEd-CAR, the amount of Three Hundred Ninety Thousand Pesos (P390, 000.00) was downloaded for to cover board and lodging and travelling expenses of all participants which will be held on January 21-24, 2020 at Apo Idon Beach Hotel, Saud White Beach Cove, Pagudpud, Ilocos Norte.

3. The following is the breakdown of participants to this workshop:


Office/Division	No. of Participants
Central Office/Regional Office	2
Abra	6
Apayao	4
Baguio City	8
Benguet Division	13
Ifugao Division	7
Mountain Province Division	12
Kalinga Division	5
Tabuk City Division	4
Total Number of participants	60

4. The training team composed of DepEd-CAR Region and Division Supply Officers shall be at the venue on January 20, 2020 at 1:00 PM for a pretraining workshop activity. Attached is the training matrix for reference.

5. Arrival and registration of participants shall start at 4P.M. of January 21, 2020. First meal will be Dinner and last meal will be PM Snacks of January 24, 2020.

6. Board and lodging and transportation shall be charged against the Downloaded Funds while other incidental expenses relative to the participation to the said activity shall be charged against local funds subject to the usual accounting and auditing rules and procedures.

7. Immediate dissemination of this Memorandum to all concerned is desired.


MAY B. ECLAR, Ph.D., CESO V
 Regional Director

Admin/ETA/dpe