



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

Tel. no. 533-49-31 / 35 Fax. no. 532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com



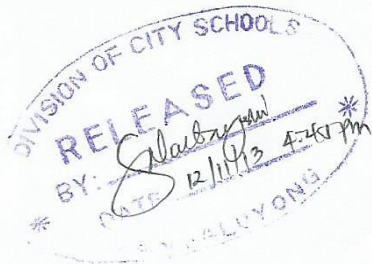
December 11, 2013

MEMORANDUM TO: Mrs. Emma G. Arrubio - District II Supervisor
Mr. Bony G. Abalos – OIC – Supply/Administrative Officer V
Mr. Miguel B. Genio – District II Teacher Custodian
Mr. Ramil Pascual – District I Teacher Custodian
Mr. Antonio Flores – MES
Herminiano Banal - HHIS
Rogelio Baniqued - ERIS

You are hereby instructed to please attend to the Cluster Orientation – Workshop on January 7, 2014 8:00 a.m. – 5:00 p.m. at the Interactive Bldg. Division of Quezon City.

Hereto attached is the letter from the Instructional Materials Council Secretariat (IMCS) inviting attention to paragraph 5 which is self-explanatory and for compliance, also attached is the DepEd Memorandum No 187, S. 2013 for the perusal of all participants.

For your information and please be guided accordingly.



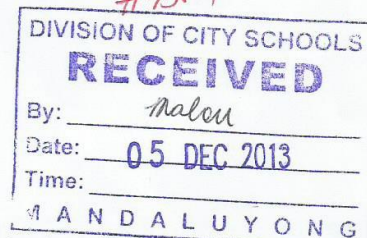
[Signature]
EVANGELINE P. LADINES
Officer-In-Charge
Schools Division Superintendent



Department of Education
Instructional Materials Council Secretariat
2nd Floor, Dorm G, Philsports Complex, Meralco Avenue, Pasig City
depedimcs@gmail.com * imcs@deped.gov.ph



November 28, 2013



SUPERINTENDENT EVANGELINE P. LADINES
Schools Division Superintendent
DepEd Division of Mandaluyong City
H-way Hills ES, Calbayog St., Mandaluyong City

Dear Supt. Ladines:

We would like to inform you that your division has been included in the conduct of live-out Cluster Orientation-Workshops on **January 06 & 07, 2014** to be hosted by the division of **Quezon City** for the 2013 National Learning Resource Delivery and Supply/Property Management Program pursuant to **DepEd MEMORANDUM No. 187, series of 2013** (enclosed).

The Instructional Materials Council Secretariat (IMCS) and the Property Division of the Administrative Service of the Central Office will jointly manage and supervise the conduct of the orientation-workshops.

The orientation-workshops aim to inform and instruct the participants about the systems, processes, and procedures on the proper delivery, inspection, receipt, acceptance, distribution, usage, maintenance, and disposition of all centrally-procured deliverables.

The participants are division supply officers, district supervisors, district property custodians, and school property custodians from selected elementary schools from your division. The division office has the discretion to choose the elementary schools that will have representation in the orientation workshops. Please inform the IMCS of the names of the selected elementary schools and their representatives. We are providing you with a matrix of the cluster of the districts and elementary schools for all the involved divisions in the workshops.

Please inform the participants through a division memorandum. The participants are required to bring their duly signed travel authority and other pertinent documents relative to their selection/attendance. They should be at the venue before 8:00 a.m. on the specified date of the workshop. No registration fee shall be collected from them.

Please coordinate with the host division re venue and other workshop matters that may need clarification.

The IMCS shall subsidize the reimbursement of the transportation expenses of the participants from your division, to and from the venue, exclusive of per diem, from the fund that will be downloaded to the host division.

Participants who are not in the list of participants shall not be reimbursed their transportation expenses, but may be provided with the workshop kits.

For queries or clarifications, please contact **Mr. Antonio L. Tan** or **Ms. Concepcion T. Barrera** of the IMCS Procurement Monitoring Division (PMD) at telefax nos.: (02) 634-0901 and (02) 631-4985 or at mobile phone nos.: 0928-696-0132 and 0927-793-7331.

We would appreciate it very much if you could fax to IMCS a copy of your Division memorandum regarding this activity. Thank you for your continued support and assistance.

Very truly yours,
Socorro A. Pilor
SOCORRO A. PILOR
Executive Director

Encl.: as stated



Republic of the Philippines
Department of Education

08 OCT 2013

DepEd MEMORANDUM
No. **187**, s. 2013

**CLUSTER ORIENTATION-WORKSHOPS ON THE 2013 NATIONAL LEARNING
RESOURCE DELIVERY AND SUPPLY/PROPERTY
MANAGEMENT PROGRAMS**

To: Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The Department of Education (DepEd), through the Instructional Materials Council Secretariat (IMCS) and Property Division of the Administrative Service (AS) of the Central Office, will conduct the **Cluster Orientation-Workshops on the 2013 National Learning Resource Delivery and Supply/Property Management Programs** from October to December 15, 2013. The final dates and venues of the workshops will be communicated directly to the participants and their superiors.
2. This activity aims to further improve the systems on utilization, on-site inspection, acceptance/rejection, delivery, distribution, storage, and proper care of centrally procured learning resources (K to 12 learning materials, manipulative toys, storybooks, audio-video materials, and non-book and non-print materials, among others) and the systems management of DepEd supplies, equipment, and other properties, including proper recording and disposal.
3. The orientation-workshops are designed to facilitate information dissemination on the processes, systems, and procedures on the proper implementation of guidelines in accomplishing inspection and delivery documents of centrally procured deliverables, in reporting defective and deficient deliveries, and in ensuring proper storage, care, and disposal of learning resources and other equipment or property procured by DepEd Central Office (CO).
4. Division supply officers, district supervisors, and designated property custodians of the districts and selected elementary schools are invited to attend this orientation-workshop on **official business**. The Program of Activities is contained in Enclosure No. 1 and the Breakdown of Participants per cluster is detailed in Enclosure No. 2.
5. The DepEd-IMCS and the Property Division will inform in writing and will directly contact the division offices (DOs) before the workshop. Participants from the district offices and elementary schools (to be selected by the DO) will be informed by the DOs through the issuance of a Division Memorandum.
6. Video and teleconferencing technology shall be utilized by DepEd CO at the venue (host divisions) for hard-to-reach divisions, districts, and critical areas with peace and order concerns.


7. The DO must strictly adhere to the number of participants, as indicated in Enclosure No. 2. Incoming or newly hired division supply officers, district supervisors, and designated property custodians from the district or selected elementary schools should be given preference to attend the workshop. Participants must bring with them a copy of the Travel Authority duly signed by their respective heads of offices. They are expected to be at the venue before 8:00 a.m. on the specified date of the workshop. No registration fee shall be collected.

8. Necessary and allowable expenses for the workshops, such as supplies and materials, communication, freight and travel expenses, board and lodging of DepEd CO officials and staff, facilitators, and secretariat and other incidental expenses, shall be charged to the textbook budget.

9. The cost for venue rental (conference room and use of audio-visual facilities, among others), meals (two snacks and lunch) and the reimbursement of transportation expenses (excluding per diem) of participants to and from the venue shall be downloaded to the host divisions, subject to usual accounting and auditing rules and regulations and in accordance with Republic Act No. 8194, also known as the *Government Procurement Reform Act*. Participants who are not supply officers, district supervisors, property custodians of district offices or from the selected elementary schools shall not be reimbursed of their transportation expenses. They shall only be provided with the workshop kits.

10. For queries or clarifications, interested individuals may contact **Mr. Antonio L. Tan** or **Ms. Stony T. Barrera** at telefax nos.: (02) 634-0901; (02) 631-4985 or at mobile phone nos.: 0928-696-0132; 0927-793-7331.

11. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

Reference:
DepEd Memorandum No.: 214, s. 2009

To be indicated in the Perpetual Index
under the following subjects:

CONFERENCE
DELIVERY
INSTRUCTIONAL MATERIALS
WORKSHOPS

SMA, DM Cluster Orientation Workshops on the 2013 Nat'l. Learning Resource
0792-August 23, 2013