



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

May 6, 2022

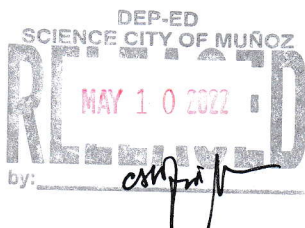
DIVISION MEMORANDUM

No. 23, s. 2022

**CONDUCT OF VIRTUAL TRAINING-ORIENTATION ON PROPERTY CUSTODIANSHIP
AND OTHER IMPORTANT SUPPLY PROTOCOLS**

To: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Public Schools Property Custodians
All School-based Administrative Officer II
All Others Concerned

1. The Division of Science City of Muñoz will be conducting a Virtual Training-Orientation on Property Custodianship and Other Important Supply Protocols on May 26, 2022 at 8:30AM via MS Teams through this link <https://bit.ly/3kM7AOE>.
2. This training-orientation aims to provide attendees better understanding on delivery, inspection, acceptance and recording of all properties to establish and maintain the most accurate accountable supply and property procedures to avoid mismanagement of any government property.
3. The participants are School Heads, School Property Custodians and School-based Administrative Officer II and requested to register at <https://forms.gle/pAKp4Ev7SGURjcNV6> for the preparation of certificates.
4. Enclosed to this Memorandum is the Program of Activities for reference.
5. Immediate and wide dissemination of this memorandum is desired.



DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

2022/supply/jkmd



Loyal, Excellent, Accountable and Dedicated to Service

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Enclosure No. 1 to the Division Memorandum No. 23, s. 2022

PROGRAM OF ACTIVITIES
May 26, 2022

Time	Activity/Agenda	Speaker/Facilitator
8:30 – 8:45 AM	National Anthem / Invocation	Jerry I. Carrido
8:45 – 9:00 AM	Checking of Attendance	
9:00 – 9:15 AM	Welcome Remarks	Zurex T. Bacay, PhD
9:15 – 9:30 AM	Message	Dante G. Parungao, CESO V
9:30 – 11:00 AM	Training Proper	Joy Karren M. Dumale
11:00 – 11:30 AM	Open Forum	Jerry I Carrido
11:30 - 12:00 NN	Closing Remarks	TBA

JERRY I. CARRIDO
Moderator

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