



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



February 06, 2014

DIVISION MEMORANDUM

No. 070, s. 2014

**CONDUCT OF THE LIVE OUT CLUSTER ORIENTATION-WORKSHOPS ON
MARCH 4-7, 2014 FOR THE 2013 NATIONAL LEARNING RESOURCE
DELIVERY AND SUPPLY/ PROPERTY MANAGEMENT
PROGRAMS**

To: OIC, Schools Division Superintendents
Education Supervisors/Coordinators
Supply Officer
District Supervisors/ OICs
District Property Custodians

1. The field is hereby informed on the contents of the letter from Socorro A. Pilor - Executive Director, Instructional Material's Council Secretariat, Department of Education, Central Office, dated February 3, 2014, on the conduct of the "Live Out Cluster Orientation-Workshop on March 4-7, 2014 for the 2013 National Learning Resource Delivery and Supply/ Property Management Programs".
2. Enclosed is the clustering of the participants (Cluster A-D, March 4-7, 2014). Attendance is compulsory.
3. Attention is invited to paragraph 5 of the said letter.
4. Immediate and wide dissemination is highly enjoined.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent



Department of Education
Instructional Materials Council Secretariat
5th Floor Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City
depeditmcs@gmail.com * imcs@deped.gov.ph



February 03, 2014

SUPERINTENDENT ARDEN D. MONISIT

Schools Division Superintendent
DepEd Division of Cebu
BAEX Bldg., Capitol, Cebu City

Dear Supt. Monisit:

We would like to inform you that your division has been selected to host the conduct of live-out Cluster Orientation-Workshops on **March 04-07, 2014** 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. 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.

Please inform the participants through a division memorandum that should include, but not limited to, the following information. 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.

The IMCS will download to your division a Sub-ARO to facilitate the live-out orientation-workshop expenses [venue rental preferably with internet connection, meals (lunch and 2 snacks), and others] and subsidize the reimbursement of transportation of participants from your division and other participating division/s to and from the venue, exclusive of per diem.

Participants who are not in the attached 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,


SOGORRO A. PILOR
Executive Director

Encl.: as stated

☎ Telefax (02) 634-1072 * 631-4985 Telephone Numbers (02) 634-1054 * 6340901

Instructional Materials Council Secretariat (IMCS)
 2013 National Learning Resource Delivery and Supply/Property Management Programs

Host Division Cebu

Division	Cluster A (March 04, 2014)			Cluster B (March 05, 2014)			Cluster C (March 06, 2014)			Cluster D (March 07, 2014)			
	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	
Cebu	Division Supply Officer												
	Minglanilla I	Minglanilla I	Minglanilla II	Minglanilla II	Minglanilla II		San Fernando	San Fernando		Sibonga	Sibonga		
	Alcantara	Alcantara	Badian	Badian	Badian		Dumanjug II	Dumanjug II		Ronda	Ronda		
	Balamban I	Balamban I	Tuburan I	Tuburan I	Tuburan I		Daanbantayan II	Daanbantayan II		Santa Fe	Santa Fe		
	Alcoy	Alcoy	Alegria	Alegria	Alegria		Argao I	Argao I		Argao II	Argao II		
	Boljoon	Boljoon	Panaguate I	Panaguate I	Panaguate I		Panaguate II	Panaguate II		Dumanjug I	Dumanjug I		
	Ginatian	Ginatian	Malabuyoc	Malabuyoc	Malabuyoc		Moaiboa	Moaiboa		Osob	Osob		
	Samboan	Samboan	Santander	Santander	Santander		Abiguinon	Abiguinon		Asturias	Asturias		
	Balamban II	Balamban II	Basili	Basili	Basili		Banil II	Banil II		Pinanungajan	Pinanungajan		
	Tuburan II	Tuburan II	Bantayan I	Bantayan I	Bantayan I		Bantayan II	Bantayan II		Daanbantayan I	Daanbantayan I		
	Madridejos	Madridejos	Medellin	Medellin	Medellin		San Remigio I	San Remigio I		San Remigio II	San Remigio II		
	Tubogon	Tubogon	Tabuelan	Tabuelan	Tabuelan		Borbon	Borbon		Carmen	Carmen		
	Compostela	Compostela	Liloan	Liloan	Liloan		Pilar	Pilar		Poro	Poro		
	Sogod	Sogod	Tudela	Tudela	Tudela		Consolacion	Consolacion		Condova	Condova		
	Calmon	Calmon	San Francisco	San Francisco	San Francisco								
			Cebu - Elem. School	Cebu - Elem. School	Cebu - Elem. School								Cebu - Elem. School
			Cebu - Elem. School	Cebu - Elem. School	Cebu - Elem. School								Cebu - Elem. School
			Cebu - Elem. School	Cebu - Elem. School	Cebu - Elem. School								Cebu - Elem. School
			Cebu - Elem. School	Cebu - Elem. School	Cebu - Elem. School								Cebu - Elem. School
			Cebu - Elem. School	Cebu - Elem. School	Cebu - Elem. School								Cebu - Elem. School
			Cebu - Elem. School	Cebu - Elem. School	Cebu - Elem. School								Cebu - Elem. School
							Division Supply Officer						
							Bogo I	Bogo I					
						Bogo II	Bogo II						
									Bogo City - Elem. School				
									Bogo City - Elem. School				
									Bogo City - Elem. School				
									Bogo City - Elem. School				
									Bogo City - Elem. School				
									Bogo City - Elem. School				
									Bogo City - Elem. School				
									Bogo City - Elem. School				

Instructional Materials Council Secretariat (IMCS)
 2013 National Learning Resource Delivery and Supply/Property Management Programs

Host Division: Cebu

Division	Cluster A (March 04, 2014)			Cluster B (March 05, 2014)			Cluster C (March 06, 2014)			Cluster D (March 07, 2014)		
	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian
Danao City				Division Supply Officer								
				Danao City West	Danao City West							
				Danao City East	Danao City East							
				Danao City North	Danao City North							
				Danao City South	Danao City South							
						Danao City - Elem. School						
						Danao City - Elem. School						
						Danao City - Elem. School						
						Danao City - Elem. School						
						Danao City - Elem. School						
Carcar City				Division Supply Officer								
				Carcar I	Carcar I							
				Carcar II	Carcar II							
						Carcar City - Elem. School						
						Carcar City - Elem. School						
						Carcar City - Elem. School						
						Carcar City - Elem. School						
						Carcar City - Elem. School						
						Carcar City - Elem. School						
						Carcar City - Elem. School						
2013 national learning resource delivery/property management programs						Carcar City - Elem. School						

Instructional Materials Council Secretariat (IMCS)
 2013 National Learning Resource Delivery and Supply/Property Management Programs
 Head Division - Gebu

Division	Cluster A (March 04, 2014)			Cluster B (March 05, 2014)			Cluster C (March 06, 2014)			Cluster D (March 07, 2014)		
	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian
Talisay	Division Supply Officer											
	Talisay City I	Talisay City I										
	Talisay City II	Talisay City II										
	Talisay City III	Talisay City III										
			Talisay City - Elem. School									
			Talisay City - Elem. School									
			Talisay City - Elem. School									
			Talisay City - Elem. School									
			Talisay City - Elem. School									
			Talisay City - Elem. School									
Toledo City	Division Supply Officer											
				Division Supply Officer								
				Toledo City North District			Toledo City North District					
				Toledo City East District			Toledo City East District					
				Toledo City West District			Toledo City West District					
				Toledo City South District			Toledo City South District					
									Toledo City - Elem. School			
									Toledo City - Elem. School			
									Toledo City - Elem. School			
									Toledo City - Elem. School			

2013 national learning resource delivery and supply/property management programs

Division Materials Council Secretariat (IMCS)
 National Learning Resource Delivery and Supply/Property Management Programs

Division	Cluster A (March 04, 2014)				Cluster B (March 05, 2014)				Cluster C (March 06, 2014)				Cluster D (March 07, 2014)			
	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	
Cebu City	Division Supply Officer															
	North District 2	North District 2		North District 3	North District 3		North District 4	North District 4		North District 5	North District 5		North District 6	North District 6		
	North District 1	North District 1		North District 6	North District 6		South District 3	South District 3		South District 8	South District 8		South District 2	South District 2		
	North District 7	North District 7		North District B	North District B		South District 1	South District 1		South District 6	South District 6		South District 7	South District 7		
	South District 4	South District 4	Cebu City - Elem. School	South District 5	South District 5				Cebu City - Elem. School						Cebu City - Elem. School	
			Cebu City - Elem. School						Cebu City - Elem. School						Cebu City - Elem. School	
			Cebu City - Elem. School						Cebu City - Elem. School						Cebu City - Elem. School	
			Cebu City - Elem. School						Cebu City - Elem. School						Cebu City - Elem. School	
			Cebu City - Elem. School						Cebu City - Elem. School						Cebu City - Elem. School	
			Cebu City - Elem. School						Cebu City - Elem. School						Cebu City - Elem. School	
Mandaue City	Division Supply Officer															
				Division Supply Officer												
				Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		
				North District	North District		North District	North District		North District	North District		North District	North District		
				Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		
				Central District	Central District		Central District	Central District		Central District	Central District		Central District	Central District		
				Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		
				South District	South District		South District	South District		South District	South District		South District	South District		
				Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		Mandaue City	Mandaue City		
				West District	West District		West District	West District		West District	West District		West District	West District		
					Mandaue City - Elem. School				Mandaue City - Elem. School					Mandaue City - Elem. School		
					Mandaue City - Elem. School				Mandaue City - Elem. School					Mandaue City - Elem. School		
					Mandaue City - Elem. School				Mandaue City - Elem. School					Mandaue City - Elem. School		
					Mandaue City - Elem. School				Mandaue City - Elem. School					Mandaue City - Elem. School		
					Mandaue City - Elem. School				Mandaue City - Elem. School					Mandaue City - Elem. School		
					Mandaue City - Elem. School				Mandaue City - Elem. School					Mandaue City - Elem. School		
					Mandaue City - Elem. School				Mandaue City - Elem. School					Mandaue City - Elem. School		
Total # of Page:			73		74		68		74		74		74			

Prepared by:
 Catherine R. Estanislao
 Encoder

Reviewed by:
 Carolina T. Rivera
 Chief, Procurement Monitoring Div.
 Project Development Officer V

Noted by:
 Socorro A. Pilor
 Executive Director

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

PROGRAM OF ACTIVITIES

Registration/Attendance	IMCS/Property Division Secretariat
Opening Ceremony National Anthem Invocation	Host Division
Welcome Remarks	Host Division Official
Introduction of Participants Division Central Office	Host Division Supply Officer IMCS/Property Division Facilitator
Workshop Objectives and Mechanics	IMCS/Property Division Facilitator
National Learning Resource Delivery Program Supply & Property Management Program	IMCS Resource Speaker Property Division Resource Speaker
Systems, Processes & Procedures in the Procurement of: Various Instructional Materials Supply/Property & Other Goods	IMCS Resource Speaker Property Division Resource Speaker
Guidelines in the Utilization, Inspection, Delivery, Distribution, Acceptance/Rejection, Storage, & Proper Care of: Various Instructional Materials Supply/Property & Other Goods	IMCS Resource Speaker Property Division Resource Speaker
Processes and Procedures on Recording and Property Disposal (Roll-Out of Supply & Property Management Handbook)	Property Division Resource Speaker
Workshop Proper Revisiting Issuances relative to: Various Instructional Materials Supply & Property Management	IMCS Facilitator Property Division Facilitator
Open Forum (Issues & Concerns) Insights	IMCS/Property Division Facilitator
Closing Ceremony Distribution of Certificates Prayer	Host Division

EMCEE
(Host Division)

Instructional Materials Council Secretariat (IMCS)
 2013 National Learning Resource Delivery and Supply/Property Management Programs

West Division-Cebu

Division	Cluster A (March 04, 2014)			Cluster B (March 05, 2014)			Cluster C (March 06, 2014)			Cluster D (March 07, 2014)		
	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian	District Supervisor	District Property Custodian	Elem. Property Custodian
Naga City												
Lapu-Lapu City												