



Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

MEMORANDUM

21 November 2022

FOR : **EVELYN R. FETALVERO**
Regional Director
Region VIII

FROM : *Maria Clarisse T. Ligunas*
MARIA CLARISSE T. LIGUNAS
Officer-In-Charge
Information and Communications Technology Service

SUBJECT : **UPDATE ON OUA MEMO 00-0322-0205**
"ORIENTATION ON PROPERTY & SUPPLY MANAGEMENT
SYSTEM" FOR REGION VIII CLUSTER

In reference to the approved Memorandum 00-0322-0205 – Orientation on Property and Supply Management System from November 27 to 30, 2022, the Information and Communications Technology Service - Technology Infrastructure Division would like to update you on the following details:

VENUE : The Oriental Hotels and Resorts, Leyte

CHECK-IN : November 27, 2022 – first meal will be DINNER

CHECK-OUT : November 30, 2022 – last meal will be AM SNACK

Board & lodging and other allowable incidental expenses shall be charged against ICTS-TID downloaded fund.

Attached is the Program of Activities for your information and guidance.

For clarification regarding this matter, your office may contact Engr. Ofelia L. Algo through 8633 4013, ofelia.algo@deped.gov.ph, or icts.tid@deped.gov.ph.

Thank you.

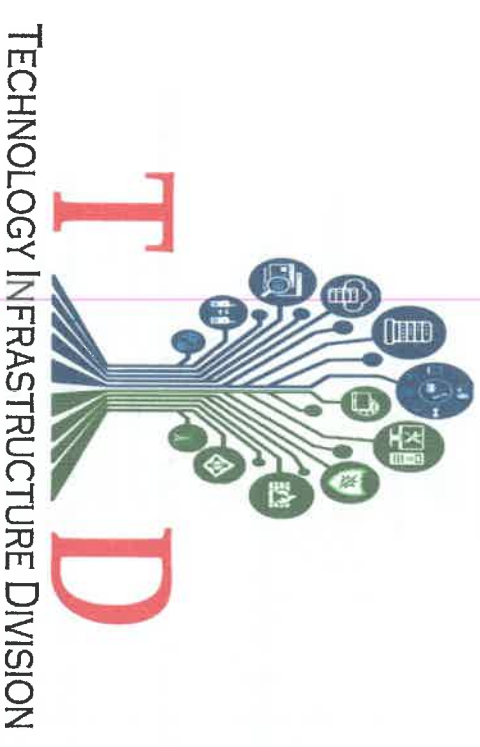


Republic of the Philippines

Department of Education

PROGRAM OF ACTIVITIES

Information and Communications Technology Service



**Property & Supply Management System
Program Orientation**

The Oriental Hotels and Resorts, Leyte

November 27-29, 2022

SCHEDULE OF PROGRAMS [NOVEMBER 28, 2022]

DAY 0: Arrival of Participants and Guest Speakers and Dinner

DAY 1:

- 7:00 am - 8:00 am Breakfast
- 8:00 am - 9:00 am **Registration of Participants**
-TID Secretariat
- 9:00 am - 10:00 am **Invocation and National Anthem Energizer**
- Opening Remarks**
- Engr. Ofelia L. Algo
- ITO III, Chief - ICTS-TID
- Welcome Remarks**
Mariza S. Magon, CEO V
Superintendent, DepEd Tacloban
- 10:00 am - 10:15 am **Presentation of DCP Packages**
- Engr. Ofelia L. Algo
- ITO III, Chief - ICTS-TID
- 10:15 am - 11:15 pm **Orientation of Property & Supply Management**
- Farida Bianca P. Velicoria
Administrative Officer V, AMD
- 11:15 pm - 12:00 pm **Transfer of Centrally Procured Projects**
- Sorilia Caddy, Accountant II
- Edilyn Fonollera, Accountant II
- 12:00 pm - 1:00 pm Lunch / Break**
- 1:00 pm - 1:15 pm **Energizer**
- 1:20 pm - 2:30 pm **Internal Audit Concerns**
- Buena Wagan - Chief - IAS
- 2:30 pm - 5:00 pm **Open Forum**
- 6:00 pm onwards **Dinner**

SCHEDULE OF PROGRAMS [NOVEMBER 29, 2022]

DAY 02 :

- 7:00 am - 8:00 am Breakfast
- 8:00 am - 8:30 am **Invocation and National Anthem Energizer**
- 8:30:00 am - 9:30 am **Reflection / Take Away**
Nica Calibo
Supply Officer, DepEd Ormoc City
- 9:30 am - 10:00 am **Feedback / Assessment**
-Abe Joy Cabero
Division ITO, DepEd Tacloban City
- 10:00 am - 11:30 am **Awarding of Certificates**
- Engr. Ofelia L. Algo, ITO III, Chief - ICTS-TID
- Jim Albert Lagado, Regional IT Officer
- 11:00 am - 12:00 pm **Closing Remarks**
- Jim Albert Lagado, Regional IT Officer
- 12:00 pm - 1:00 pm Lunch / Break**
- 1:00 pm - 1:15 pm **Energizer**
- 1:20 pm - 1:30 pm **Rationale of STARBOOKS Orientation**
- Engr. Ofelia L. Algo, ITO III
Chief - ICTS-TID
- 1:30 pm - 5:00 pm **STARBOOKS ORIENTATION, TRAINING AND WORKSHOP**
- Reynaldo A. Morales, Jr.
- Lloyd Frederick R. Mandapat
- Attendees:** ITOs, Accountants and Supply Officers
- 6:00 pm onwards **Dinner**