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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 29, 2023

**OFFICE MEMORANDUM**

No. **559** s. 2023

**MID-YEAR CONFERENCE OF DEPED RO VIII PROPERTY CUSTODIANS**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. This is to inform all concerned that there will be a Conference of all Regional Property Custodians on September 28, 2023, at 9:30 AM at NEAP-Region Mess Hall, DepED R08, Palo, Leyte.
2. The agenda for this conference are as follows:
  - a. Reorientation on the preparation of Purchase Request and Purchase Order;
  - b. Orientation of Inventory System; and
  - c. Other matters.
3. Expenses for two (2) snacks and one (1) lunch and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
f. **EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: None

References: None

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

CONFERENCE

ORIENTATION

CUSTODIAN



AD-AMS-ANC



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