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

August 30, 2023

OFFICE MEMORANDUM

No. **567** s. 2023

YEAR-END CONFERENCE OF DEPED RO VIII PROPERTY CUSTODIANS

To: Director III
Functional Division Chiefs
All Others Concerned

1. The Asset and Management Section will be conducting the Year-End Conference of DepED RO VIII Property Custodians on November 29, 2023, at 9:30 AM at NEAP-Region Mess Hall, DepED R08, Palo, Leyte.
2. The agenda for this conference are as follows:
 - a. Presentation and Reconciliation of PPE and Semi-Expendable inventory per functional/units/sections;
 - b. Orientation of Disposal Flow on the Unserviceable Semi-Expendable items; 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.


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

Enclosures: None
References: None

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

YEAR-END

CONFERENCE

CUSTODIAN

AD-AMS-ANC



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