



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

June 3, 2024

**OFFICE MEMORANDUM**  
ADMIN -2024- **288**

**MID-YEAR CONFERENCE OF DEPED REGIONAL OFFICE VIII  
PROPERTY CUSTODIAN**

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 June 19, 2024, at 9:30 AM at NEAP-Region Mess Hall, DepEd Regional Office VIII, Palo Leyte
2. The agenda for this conference are as follows:
  - a. Re-orientation of the preparation of Purchase Request and Purchase Order;
  - b. Online Inventory System
  - c. Semi-annual inventory for DepEd RO VIII
  - d. 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 IV**  
Regional Director 

Enclosures: None  
References: None

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

CONFERENCE

ORIENTATION

CUSTODIAN

AD-AMS-ANC

