




Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 106, s. 2018

TO : Public Schools District Supervisors / District In-charge
This Division

FROM : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT : ORIENTATION-WORKSHOP ON THE ONLINE INVENTORY
MANAGEMENT SYSTEM (IMS)

DATE : February 28, 2109

In line with the Department's desire to sustain sound public administrative management for good governance, this Office shall conduct an Orientation - Workshop on the Inventory Management System (IMS) at the 3rd Floor Conference Hall, DepEd - Misamis Oriental Division Office, Cagayan de Oro City on March 12, 2019.

The orientation aims to achieve the following:

- a. Capacitate all District and Schools Property Custodian and ICT Coordinators on the Inventory Management System;
- b. Update matters relative to IMS;
- c. Identify and address gaps and issues related to learning resource and equipment (LRE); and
- d. Come up with agreements to expedite the system.

Please refer to enclosure No. 1 for the distribution of participants.

Participants are requested to bring at least 1 laptop, mobile internet, and power extension cord per district.

One meal (lunch) and two snacks shall be charged to Division Office funds while travel and other expenses shall be charged to local funds, subject to the usual accounting and auditing policies, rules, and regulations.

Immediate and wide dissemination of this Memorandum is desired.

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Attachment to Division Memorandum No. _____, s. 2019

District	Division Office Personnel	District Office		Total
		Property Custodian	ICT Coordinator	
Alubijid		1	1	2
Balingasag North		1	1	2
Balingasag South		1	1	2
Claveria I		1	1	2
Claveria II		1	1	2
Gitagum		1	1	2
Initao		1	1	2
Jasaan		1	1	2
Kinoguitan		1	1	2
Lagonglong		1	1	2
Laguindingan		1	1	2
Libertad		1	1	2
Lugait		1	1	2
Magsaysay I		1	1	2
Magsaysay II		1	1	2
Manticao		1	1	2
Medina		1	1	2
MOGCHS		1	1	2
Naawan		1	1	2
Opol		1	1	2
Salay		1	1	2
Sugbongcogon		1	1	2
Tagoloan		1	1	2
Talisayan		1	1	2
Villanueva		1	1	2
Division Office	5			5
	5	25	25	55