



Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)

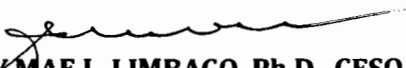


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DIVISION MEMORANDUM:

No. 502 s. 2016

**DISTRICT PROPERTY CUSTODIANS  
SECONDARY SCHOOL PROPERTY CUSTODIANS  
IMPLEMENTING UNIT CUSTODIANS  
CENTRAL SCHOOL PROPERTY CUSTODIANS  
DIVISION SPEAKER & FACILITATORS**

FROM:  **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

DATE: November 4, 2016

SUBJECT: **DIVISION SEMINAR WORKSHOP ON SUPPLY AND PROPERTY MANAGEMENT**

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To establish a sound Internal Control with the presence of check and balance in every school within the division in connection with their respective procurement chargeable against the downloaded funds and discuss also other matters relative to property inventory, the Department of Education (DepEd) Division of Misamis Oriental is going to hold a **Division Seminar Workshop on Supply and Property Management on November 28-29, 2016, first meal served will be breakfast on November 28, 2016. Registration starts at 7:30 AM - 8:00 AM. Venue of the said seminar will be announced later. (See attached list of participants)**

**Registration fee of One thousand Two Hundred Pesos (P1,200.00) and travelling expenses shall be charged to school's MOOE:**

1. District Property Custodians and Central School Property Custodians participants charged against to Central School's MOOE;
2. Secondary School Property Custodians participants charged to Secondary School's MOOE;
3. Implementing Unit Custodians participants charged to IU's MOOE;
4. Division Speakers and Facilitators participants charged to Division MOOE.

Snacks, meals and other expenses incurred during the duration of the activity shall be charged against the aforementioned registration fee subject to usual accounting and auditing regulations and policies.

Please be guided accordingly.