



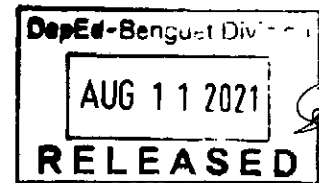
Republic of the Philippines
Department of Education
Schools Division of Benguet

August 9, 2021

DIVISION MEMORANDUM
No. 810 s. 2021

ONLINE TRAINING-WORKSHOP ON THE USE OF INVENTORY SYSTEM, RSMI, RELIEF OF ACCOUNTABILITY OF ACCOUNTABLE OFFICER AND CONDEMNATION OF GOVERNMENT PROPERTIES FOR SCHOOL BOOKKEEPERS AND SCHOOL SUPPLY OFFICERS (PROPERTY CUSTODIANS)

To : Public Schools District Supervisors
School Heads
School Supply Officers/Property Custodians



1. With the current situation of schools wherein the supply officers/property custodians assigned were new and that there was no proper turnover of responsibilities and coaching of the previous Supply Officers/Property Custodians, there is a need to capacitate all Supply Officers/Property Custodians including the Bookkeepers and the Administrative Officers II assigned in the schools. Therefore, an Online Training-Workshop on the Use of the Inventory System, RSMI, Relief of Accountability of Accountable Officers, and Condemnation of Government Properties will be conducted on August 25-27, 2021.
2. The activity aims to familiarize and internalize into the participants the laws and policies on relief of accountable officials; process on how to condemn government properties and other matters regarding property and supply management; orient the participants on various DepEd guidelines related to their functions; demonstrate the use of the inventory system; and share experiences, including issues and concerns and best practices in the performance of their functions.
3. All Supply Officers/Property Custodians, Bookkeepers, and Administrative Officers II assigned to the schools are requested to register at this link: <https://tinyurl.com/SDO-ASM-2021>.
4. Each participant is entitled to a PHP300.00 worth of prepaid load chargeable against HRTD funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.


GLORIA B. BUJA-AO
Schools Division Superintendent

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