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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 November 2020

DIVISION MEMORANDUM  
No. 361 s. 2020

**CAPACITY BUILDING SEMINAR FOR SCHOOL PROPERTY CUSTODIANS WITH  
THE THEME: "CHASING TRANSFORMATION THRU PRIME-HRM"**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. The Department continuously procure various projects to support the effective and efficient delivery of services to our schools and learning centers. Among these projects are learning materials, equipment, furniture, computerization packages, and school buildings. From acquisition, delivery, utilization, custodianship up to disposal stage and submission of reports, Supply Officers and Property Custodians in schools play an important and bigger role in ensuring that these assets are managed and accounted.
2. Ensuring deeper understanding on the existing policies, laws and procedures that will guide their actions and decisions in accordance with the standard process and guidelines. In relation to this, there will be a capacity building seminar for school property custodian on November 25 to 26, 2020 at City Schools Division Office, Brgy. Potol, Tayabas City.
3. Each school is requested to send one (1) participant – designated school property custodian and register to <https://tinyurl.com/Reg-4-Custodian> until November 24, 2020. Participants are expected to be at the venue on or before 8:00 in the morning. Meals for the 2-day training are provided (am snack, lunch, pm snack) and shall be charged against HRTD Funds while travelling expenses shall be charged against local funds. Subject to the usual accounting and auditing rules and regulations.
4. For information and guidance.

**ANIANO M. GAYON, CESO V**  
Schools Division Superintendent

Encl. 1 Program Matrix



Brgy. Potol, Tayabas City



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<https://depedtayabas.com/>



<b>PROGRAM MATRIX</b> <b>Capacity Building Seminar for School Property Custodians with the theme: “Chasing Transformation thru Prime HRM”</b> November 25-26, 2020		
DAY 1.		
Opening Program <ul style="list-style-type: none"> <li>National Anthem</li> <li>Prayer</li> <li>Energizer</li> <li>Welcome Message</li> </ul>	8:00-8:30 am	Maria Elizabeth Pastrana ADAS III/ OIC Supply Officer  Maylani L. Galicia OIC-ASDS  Aniano M. Ogayon SDS
Roll Call	8:30 – 8:45 am	Fideliza V. Lucas SEPS- HRTD
Presentation of the Objectives Leveling of Expectations	8:45 – 9:15 am	Maria Elizabeth Pastrana ADAS III/ OIC Supply Officer
Break	9:15- 9:30 am	
Property Custodianship: Familiarization of Property Forms	9:30 am - 12:00 nn	Joritz Philip L. Cabriga AO-II
Lunch Break	12:00 nn – 1:00 pm	
Procurement RA 9184	1:00 pm – 3:00 pm	Jeanette M. Buera BAC Secretariat Head
Schools BAC: Guidelines and composition	3:00 pm – 5:00 pm	Conrado C. Gabarda Administrative Officer V
Day 2		
<ul style="list-style-type: none"> <li>Prayer</li> <li>Nationalistic Song</li> <li>Energizer</li> <li>Roll Call</li> </ul>	8:30 – 9:00	Maria Elizabeth Pastrana ADAS III/ OIC Supply Officer
General Guidelines on Supply and Property ( Delivery, Acceptance, Utilization, Disposal)	9:00- 12:00	Donnabel F. Caagbay AO II
Lunch Break	12:00- 1:00 pm	
The Inspectorate	1:00 – 3:00 pm	Joy Liwayway O. Aguila AO II
PMIS	3:00 – 4:00 pm	Joritz Philip L. Cabriga AO II
Forum	4:00- 4:30	Participants
Closing Program	4:30 – 5:00	Emcee



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