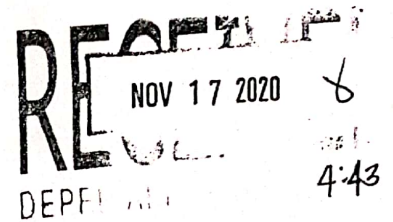




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**



November 06, 2020

DIVISION MEMORANDUM  
No. 267 s. 2020

**STRENGTHENING THE EFFICIENCY AND EFFECTIVE SUPPLY MANAGEMENT OF  
SUPPLY OFFICERS AND PROPERTY CUSTODIANS IN SDO-ABRA**

To: All Supply Officers (AOI) Implementing Units  
School Property Custodians - Integrated Schools  
Property Custodians - Secondary Schools  
Property Custodians - Municipal Districts

1. Anent our yearly regular submission of Property, Plant and Equipment Inventory and other Inventory Reports supporting the thrusts of SDO – Abra to strengthen the performance and effectivity of Supply Officers and Property Custodians in their management in **Procurement/Acquisition** in line with RA 9184, as well as **Custodianship, Utilization and Disposal** in their respective schools, gearing towards School-Based Management Level of Practice, and as a way of improving the delivery of quality, accessible, relevant and liberating basic education in all schools in the Province, it is imperative that you attend the seminar-workshop on Supply Management.
2. The Schools Division of Abra will be conducting a two-day seminar-workshop on **Strengthening the Efficiency and Effective Management of Supply Officers and Property Custodians** on two (2) batches: **November 26, 2020 (1<sup>st</sup> batch), thirty-five participants**; on **November 27, 2020, 2<sup>nd</sup> batch, thirty-five (35) participants** to observe usual health protocols in this New Normal, at the SDO Conference Hall, 3rd Floor.
3. For the smooth implementation and accomplishment of our PPEI and other reports, to be submitted after the seminar-workshop, please bring with you your laptops and Inventory reports if ever there are necessary adjustments to be made, our Facilitators will be more than willing to assist you.
4. For the Municipal District Custodians, please be responsible in consolidating your schools within the District and will be submitted ready for consolidation in the Division level.

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5. All travelling expenses incurred in this activity shall be charged against your local funds subject to accounting rules and regulations.

Your compliance is earnestly requested.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

