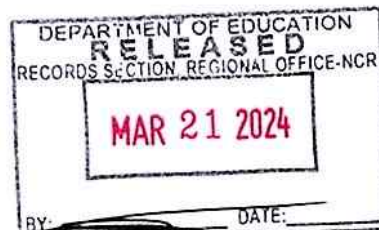





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024- 257

TO : **School Division Superintendents**
Division Supply Officers

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **1st Quarter Coordination Meeting of Supply Officers**

Date : March 19, 2024

1. To provide technical assistance and updates related to Asset Management. The 1st Coordination Meeting for CY 2024 with Division Supply Officers will be on March 22, 2024, from 9:00 am onwards at the LRMS 2nd Floor.
2. Agenda items include:
 - a. Status of SME/Textbooks/DCP hauling
 - b. DepEd Order No. 004, s. 2024 Guidelines in the Procurement of Goods using the Supply and Delivery Strategy and Contract Implementation of Procurement of Goods in the Department of Education
 - c. Joint Circular 2024-1 Revised Manual on the Disposal of Government Property
 - d. Orientation on the preparation of Quality Control Plan (QCP) for the Supply and Property Unit
 - e. Other Matters
3. Meals of the participants shall be charged against MOOE funds (RO), while travel expenses of SDO participants shall be charged against local funds, both subject to existing budgeting, accounting, and auditing rules and regulations
4. For information and compliance.



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