




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024-1255

TO : **School Division Superintendents**

FROM : **JOCELYN DR ANDAYA** 
Regional Director – NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

SUBJECT : **4th Quarter Coordination Meeting of Supply Officers**

Date : November 20, 2024

1. To provide technical assistance and updates related to Asset Management, the 4th Quarter Coordination Meeting for CY 2024 with Division Supply Officers will be on November 29, 2024, from 9:00 am onwards at the LRMS 2nd Floor.
2. Agenda items include:
 - a. Status of Textbooks/Learning Materials Delivery (Procured by Regional Office).
 - b. Orientation on the preparation of Quality Control Plan (QCP) for the Supply and Property Unit
 - c. 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 of the Division both subject to existing budgeting, accounting, and auditing rules and regulations.
4. For information and compliance.



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