



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



917. K
No. 10
[Signature]

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September 15, 2015

DIVISION MEMORANDUM
No. 10, s. 2015

**DIVISION ORIENTATION WORKSHOP OF SCHOOL ADOPT-A-SCHOOL PROGRAM
COORDINATORS & SCHOOL PROPERTY CUSTODIANS ON THEIR ROLES AND
FUNCTIONS IN MANAGING GOVERNMENT RESOURCES.**

To: Heads of Public and Secondary Schools

1. This is to inform that a Division Orientation Workshop of School Adopt-A-School Program Coordinators & School Property Custodians on their Roles and Functions in Managing Government Resources shall be conducted on September 24-25, 2015, from 8:00 a.m. to 5:00 p.m. at the Gabaldon Bldg., Pulungbulu, Angeles City.

2. The objectives of this Division Orientation Workshop are:


- a. Orient ASP Coordinators and Property Custodians on their roles and functions in managing government resources;
- b. Enhance ASP Coordinators' knowledge and skills necessary in project preparation, implementation and monitoring;
- c. Ensure proper booking-up/recording of donations received by school by school property custodians to assure continuing delivery of support from donor partners.

3. The participants to this Division Orientation Workshop are:

- 1 Division ASP Coordinator
- 1 Division Supply Officer
- 1 SEPS - SocMob
- 1 EPS II – SocMob
- 1 PDO - SocMob
- 51 School Adopt-A-School Coordinators
- 51 School Property Custodians

4. A registration fee of 250 will be collected from each participant, to be charged against the school MOOE subject to the usual accounting and auditing rules and regulations.

5. Wide dissemination of this Memorandum is earnestly desired.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent