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MAY 15 2023

Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

15 May 2023

DIVISION MEMORANDUM
No. 140 s. 2023

**IMMERSION PROGRAM FOR ADMINISTRATIVE OFFICERS ON
SCHOOL INVENTORY DATABASE**

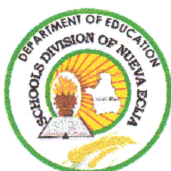
To: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads
All Others Concerned

1. The Schools Division Office- Asset Management Unit will conduct an actual immersion program for appointed District Administrative Officers regarding the Online School Inventory Database V.2 from May 17 to May 19, 2023 at Asset Management Unit Office, SDO of Nueva Ecija.
2. The activity aims to discuss the operation of an online school semi-expendable database, particularly on the following:
 - a. Proper encoding of Inventory Custodian Slip (ICS)
 - b. Online operation of School Inventory Database V.2
 - c. Other asset management matters
3. Participants in this activity are the Administrative Officers of this Division. Please see attached enclosure 1.
4. This memorandum serves as the official travel authority of participants.
5. Travel expenses relative to this training shall be charged against school MOOE or local school fund, subject to the usual accounting rules and regulations.
6. Immediate dissemination and strict compliance with this Memorandum is desired.

Engr. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent

Encl.: As stated
References: None
To be indicated in the Perpetual Index
Under the following subject:
IMMERSION
INVENTORY DATABASE
ADMINISTRATIVE OFFICERS

DM 2023 Immersion Program for Administrative Officers on School Inventory Database
1-3-3/AVT 05-15-2023



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IMMERSION SCHEDULE

	CD	District	No. of Administrative Officers
May 17, 2023			
9:30am to 11:30am	CD-1	ALIAGA	16
	CD-2	LLANERA	13
	CD-3	GABALDON	15
	CD-4	CABIAO	13
1:30pm to 3:00pm	CD-1	CUYAPO EAST	11
	CD-1	QUEZON	9
	CD-2	LUPAO	11
	CD-3	GEN. M. NATIVIDAD	12
3:30pm to 5:00pm	CD-4	GEN. TINIO	11
	CD-1	TALAVERA SOUTH	19
	CD-2	RIZAL	15
	CD-3	LAUR	13
	CD-4	JAEN NORTH	7
		PEÑARANDA	6
May 18, 2023			
9:30am to 11:30am	CD-1	GUIMBA EAST	14
	CD-2	PANTABANGAN	11
	CD-3	PALAYAN CITY	15
	CD-4	JAEN SOUTH	11
1:30pm to 3:00pm	CD-1	GUIMBA WEST	11
		LICAB	8
	CD-2	CARRANGLAN	12
	CD-3	SANTA ROSA NORTH	10
3:30pm to 5:00pm	CD-4	SAN ANTONIO	14
	CD-1	SANTO DOMINGO	17
		CUYAPO WEST	12
	CD-2	TALUGTUG	13
	CD-3	BONGABON	19
CD-4	SAN ISIDRO	9	
May 19, 2023			
9:30am to 11:30am	CD-1	TALAVERA NORTH	17
	CD-3	SANTA ROSA SOUTH	11
	CD-4	SAN LEONARDO	8
1:30pm to 3:00pm	CD-1	ZARAGOZA	11
	CD-1	NAMPICUAN	3