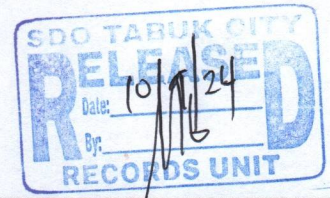




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

9 October 2024

Division Memorandum
No. 387, s. 2024

**ORIENTATION ON THE GOVERNMENT PROPERTY
AND SUPPLY DOCUMENTS MANAGEMENT**

FOR : **Division Supply Officer**
Division IT Officer
School AOs and COS Personnel

1. The Schools Division Office will be conducting an online orientation on the management of property and supply documents on October 10, 2024 (Thursday), at 2:00PM.
2. The activity aims to provide orientation for newly hired personnel and reorientation/refresher of existing personnel on how to access and upload files to the centralized cloud storage.
3. Participants are encouraged to enter the virtual meeting room 15 mins before the start. Link for the meeting is below:

<https://meet.google.com/nnt-jaag-yca>

4. For inquiries, contact the Supply Officer or IT Officer thru messenger.

For immediate dissemination and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the authority of the
Schools Division Superintendent



JAN NOWEL E. PEÑA
OIC Asst. Schools Division Superintendent



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