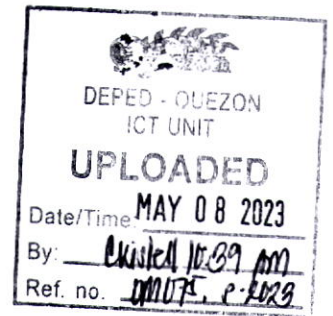




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



2 May 2023

OFFICE MEMORANDUM
OM No. 071, s. 2023

**ORIENTATION OF SELECTED SDO PERSONNEL ON THE QUEZON ONLINE
SUPPLY INVENTORY SYSTEM (QOSIS)**

TO: Assistant Schools Division Superintendents
CID Chief
SGOD Chief
Unit Heads
All Others Concerned

1. In the pursuit to provide transparency and equitable services in terms of the Property and Supply Management, this Office through Supply Section and in coordination with the ICT Unit, will conduct an orientation on the Online Supply Inventory System on **May 10, 2023 9:00am to 12:00noon at SDO Training Center.**
2. The objectives of this activity are the following:
 1. Orient the participants on the objectives and purpose of the online inventory;
 2. Gain knowledge on the system and its platform;
 3. Demonstrate how the system works and its functions;
 4. Apply the learnings thru simulation.
3. The names of participants to this activity and the program matrix are found in Inclosure A and Inclosure B respectively.
4. Strict adherence of participants to attendance and existing health protocols is expected.
5. Immediate dissemination of and compliance to this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-010-005



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Inclosure A

Unit/Section	Name	Designation
OSDS	KRISTOFFER OINEZA	AO II
ASDS	MARINEL OBMERGA	ADA VI
ADMIN	MARIA DOLORES D. ATIENZA	AO V
ADMIN/GSS	NORVIC VILLANIA	AO II
ACCOUNTING	EDMUNDO R. MARIN, JR.	ACCOUNTANT III
ACCOUNTING	MARIA AUBREY AURELLANA	ADAS III
BUDGET	CATHERINE A. PUREZA	BUDGET OFFICER III
BUDGET	ROWENA ADALIM	ADAS III
CASH	SHIELA E. JAVEN	CASHIER II
CASH	MA. GLORIA CANTOS	ADAS III
ICT	WILBERT PORTEZA	ITO
ICT	CRISTELL MANGUBAT	AIDE VI
LEGAL	ATTY. REXIA BALDEO	ATTORNEY III
LEGAL	JACKQUELINE NUYDA	ADAS III
PERSONNEL	WENNIE O. GAELA	AO IV
PERSONNEL	RODELIO ESMERNA	AO II
PROCUREMENT	HILARIONA CORONADO	AO IV
RECORDS	SHERELYN PARDILLA	AO IV
SUPPLY	HECTOR LAURIO	ADA VI
SGOD	ELIZABETH M. DE VILLA	SGOD CHIEF
SGOD	SHARA GARCIA	ADAS II
SMME	BERNADIT TUPAS	SEPS
HRD	REGINA MARINO	SEPS
RESEARCH	OSCAR DUMA, JR.	SEPS
EFS	DANICA DELA CRUZ	ADAS III
PLANNING	MARBIN FRAGATA	PO II
YFS	LEAH PEREZ	PDO II
SMN	PAUL CLIFFORD MARQUEZ	SEPS
HEALTH	MA. TERESITA ABELLA	NURSE II
CID-IMS	LORENA S. WALANGSUMBAT	CID CHIEF
CID-IMS	RAYMOND NIEVA	ADA VI
CID-ALS	ASUNCION ILAO	EPS
ALS	ADELINE BUENAFE	EPSA
LRM	JEE-ANN BORINES	EPS
LRM	RONNJEMMELE A. RIVERA	LIBRARIAN
PRIVATE	JOAN ALEJANDA MAUHAY	EPS
PRIVATE	CLARISSA CASAÑA	ADAS II
SUPPLY	GEORGE D. AGUILA	SUPPLY OFFICER II
SUPPLY	MA. CECILIA RODRIGUES	AO II
SUPPLY	MICHELLE P. DE MESA	ADAS III
SUPPLY	HONEYLYN P. BESAS	ADAS II

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Inclosure B

PROGRAM MATRIX

TIME	ACTIVITY/TOPIC	SPEAKER/FACILITATOR
9:00am-9:30am	Opening Program <ul style="list-style-type: none">• Opening Prayer• Presentation of participants• Opening Remarks• Message	Audio Visual Presentation Maria Dolores D. Atienza Administrative Officer V Gregorio T. Mueco Assistant Schools Division Superintendent ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
9:30am-11:30am	Presentation of Quezon Online Supply Inventory System (QOSIS) and Simulation	MICHELLE P. DE MESA Administrative Assistant III
11:30am-11:50am	Open Forum	
11:50am – 12:00nn	Closing Remarks	GEORGE D. AGUILA Supply Officer II

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