



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 761, s. 2024

23 DEC 2024

4th QUARTER KA-AMUSTAHAN 2024

To: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned

1. The Asset Management Unit shall conduct a quarterly meeting or the "Ka - AMUstahan" to update all personnel involved in government asset management on the different rules and regulations from various oversight agencies. This shall also be an avenue to address concerns and issues and share best practices on government asset management.
2. The Second Quarter (4th Qr) Meeting shall be conducted on December 27, 2024, 1:00 PM at Café Al Bosco, Brgy. Baligat, City of Batac. The participants shall be all the School Administrative Officer IIs.
3. The meeting's discussion shall focus on the following:
 - Disposable of Unserviceable PPEs and SEPs
 - Harmonize and review the Asset Management processes in all 3 clusters
 - Planning meeting for 2025 Asset Management Activities
 - Other concerns related to Asset Management
4. For immediate dissemination, information, and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

ASSET MANAGEMENT
MEETING

DRO/ 24018 KA-AMUSTAHAN 4th QUARTER



SDCB RECORDS UNIT

2419457



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