ACTIVITY DESIGN

National Telecommunications Commission Region X-

Supply Property and Management System (SPMS) Training

1. Rationale

The National Telecommunications Commission (NTC) Central Office has successfully implemented the Supply Property and Management System (SPMS) to streamline asset management, enhance transparency, and improve accountability. As part of expanding its use, a two-day training will be held at Mallberry Suites Business Hotel, Cagayan de Oro City, on September 9-10, 2024, to introduce SPMS to NTC Region X. This training will equip participants with the skills to integrate the system into their operations, gather feedback for further improvements, and ensure that the system meets regional needs, supporting NTC's digital transformation and resource management goals.

1. Objective:

 **Introduce SPMS-** Familiarize NTC Region X personnel with the Supply Property and Management System (SPMS) to improve asset and supply management practices.

 **Facilitate System Adoption**- Ensure that participants can seamlessly integrate SPMS into their daily operations, enhancing efficiency and accountability.

 **Gather User Feedback**- Collect valuable feedback from NTC Region X personnel to help refine and improve the SPMS based on practical regional needs.

 **Promote Compliance**- Strengthen understanding of compliance with government regulations through proper asset management using SPMS.

1. Projected Output

By the end of the National Telecommunications Commission Region X - Supply Property and Management System Training, NTC Region X personnel will have gained a comprehensive understanding of the SPMS. Participants will be proficient in navigating the system, managing assets, and tracking supplies using the new platform. This hands-on experience will ensure they are well-prepared to implement the SPMS in their daily operations. Additionally, they will receive training materials and guidelines to reinforce the skills and knowledge gained during the session.

Moreover, the training will result in valuable feedback from NTC Region X staff regarding the system’s functionality and applicability to regional needs. This feedback will be consolidated and shared with the developers to inform further refinement of the SPMS, ensuring that the system can be optimized to meet the specific requirements of regional offices.

1. Program of Activities

**Day 1**

08:30 AM - 08:45AM Invocation and National Anthem

08:45 AM - 09:00 AM Opening Remarks

*Dir. Teodoro D. Buenavista Jr.,*

*NTC 10*

09:00 AM - 10:30 AM Asset Management Business Process and System Design

*ENGR. ALEX L. MAUREAL*

*NTC-SPMS Project Leader*

10:30 AM - 11:00 AM Overview of the System

*Edissa Jolina A. Labrada*

*Project Support*

11:00 AM - 12:00 AM Part I: Presentation and Demonstration of AMS (ACCOUNT MANAGEMENT SYSTEM MODULE)

12:00 PM - 01:00 PM Lunch Break

01:00 PM - 03:00 PM Part II: Presentation and Demonstration of SPMS (Admin Account)

03:00 PM - 05:00 PM Part III: Presentation and Demonstration of SPMS (User Accounts)

**Day 2**

08:30 AM - 12:00 AM Part IV: Hands-on Workshop

* PO/APR to Inspection
* Inspection to Inventory
* Inventory to Issuance
* Issuance to Disposal

12:00 PM - 01:00 PM Lunch Break

01:00 PM - 04:00 PM Part V: Hands-on Entry of RIS/PAR

04: 00 PM - 04:10 PM Closing Remarks

*Atty. Charisma Eden Canios- Oyangoren*

*NTC 10 Chief Admin Office*

