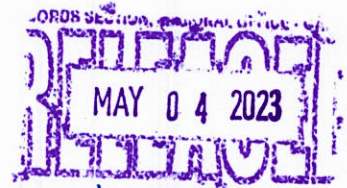




Republic of the Philippines
Department of Education
CARAGA REGION



May 3, 2023

REGIONAL MEMORANDUM
No. 0347, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
All Concerned
This Region

INVENTORY OF SCHOOL EQUIPMENT RECEIVED BY SCHOOLS WHICH WAS
DIRECTLY DELIVERED BY SUPPLIERS/FORWARDERS FOR 2020-2022

1. In accordance with Memorandum OASOPS No. 2023-067 re: Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022, all Division Supply Officers are directed to consolidate the required inventory of school equipment received by schools under their respective Schools Division Office (SDO).
2. Directly encode data within the assigned sheet per SDO thru this link: <https://tinyurl.com/13deliverCO1>. Entries must be completed no later than May 9, 2023.
3. Please see attached Memorandum for reference.
4. Immediate dissemination and compliance of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: as stated

Reference: Memorandum OASOPS No. 2023-067

To be indicated in the Perpetual Index

under the following subjects:

EQUIPMENT DELIVERY SCHOOLS

ASD/zfb
05/03/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-05-05899

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1



Republic of the Philippines
Department of Education
OPERATIONS

OASOPS No. 2023-067

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

FROM : *[Signature]*
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

[Signature]
FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

SUBJECT : **Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022**

DATE : **April 26, 2023**

In view of the upcoming delivery of school equipment from the warehouses, all Regional Offices are requested to submit a complete inventory of school equipment received by schools which was directly delivered by suppliers/forwarders for 2020-2022.

In this regard, this Office requests the submission of the aforementioned data in MS Excel (.xlsx) format using the **provided template, which may be downloaded via this link: tinyurl.com/46pvnza8**. Further, submissions must be sent to the Office of the Assistant Secretary for Operations at asec.ops@deped.gov.ph **on or before May 12, 2023 (FRIDAY), 5:00 PM**. All submissions must be **consolidated at the regional level, verified, and signed by the Regional Director**.

For inquiries, please contact Mr. Aster Mostrales at aster.mostrales@deped.gov.ph or the Office of the Assistant Secretary for Operations via telephone number (02) 8633-5344.

For strict compliance and immediate action.

Thank you very much.



Department of Education
[REGION]

Instructions: Download this Google Sheet as Microsoft Excel (.xls). Do not merge cells. Add rows if necessary.

Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022

Division (e.g. SOO Posing City)	School ID	School Name	Furniture	Information and Communications Technology (ICT)	TVI Tools and Equipment	Science and Math Equipment	SLRs	Textbooks	SLMs	Others	Remarks
Total	N/A	N/A	0	0	0	0	0	0	0	0	

Prepared by:

[NAME]
[POSITION]

Approved by:

[NAME]
Regional Director