



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



October 16, 2018

REGIONAL MEMORANDUM
No. 587 s., 2018

**FINAL CALL FOR COMPLIANCE AND COMPLETION OF THE REQUIRED BILLING DOCUMENTS
FOR WORK ESSENTIALS**

To: Schools Division Superintendents
This Region

1. In response to the demand letters of Work Essentials and to the forwarded communication from DepEd Central Office dated October 12, 2018 regarding pending payments of the delivered TVL tools and equipment, ALL involved schools and SDOs are required to immediately comply and complete the needed billing documents not later than **October 23, 2018**.
2. In order to comply and complete the billing documents, the following are required to appear and submit required documents at the Regional Office, **on or before October 23, 2018**; and look for Bernabe L. Linog, Regional-SHS Coordinator:

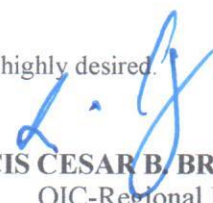
Division	School	Required Persons	Required documents to comply/bring upon arrival at the RO
Agusan del Norte	Buenavista NHS	School Head/Principal	Assessment report (lacking signature of the school head)
Agusan del Sur	La Paz NHS	School Head/Principal	Assessment Report (lacking signature of the principal and property custodian)
		Property Custodian	
	Sta. Josefa NHS	School Head/Principal	PR and Assessment Report
		SHS Coordinator	
		Property Custodian	
	Trento NHS-San Roque Annex	School Head/Principal	PR and Assessment Report
		SHS Coordinator	
		Property Custodian	
	Trento NHS	School Head/Principal	PR and Assessment Report (lacking signature on PR and Assessment Report)
		SHS Coordinator	
		Property Custodian	
	Agusan del Sur National High School	School Principal	Lacking signature of the School Principal (Dr. T. Plaza)
	San Isidro NHS	School Principal	PR lacking signature of the school head/principal

	San Isidro-Loreto	School Principal	PR lacking signature of the school head/principal
	Sibagat NHS of Home Industries	Wilfredo S. Sebuna Hilario G. Ga	Inspection and Acceptance Report for signature
Bislig City	Mabog NHS	Catherine T. Ilogon Arnel A. Nacorda	Inspection and Acceptance Report for signature
	Bislig NHS	Ma. Nimfa Juarbal Romil B. Vestudio	Inspection and Acceptance Report for signature
Butuan City	Pinamanculan ISS	Queenie C. Buque Wendelyn S. Atillo Liesel C. Bazar	Inspection and Acceptance Report for signature
	San Vicente NHS	School Head/Principal Property Custodian	Assessment Report lacking signature
Bayugan City	Noli NHS	School Head/Principal Property Custodian	Assessment Report
	Bayugan City Stand Alone	School Head/Principal Property Custodian	Assessment Report
Siargao	Pamosaingan NHS	SHS Coordinator	PR for signature of the SHS Coordinator
	Dapa NHS	Property Custodian School Head/Principal	Inspection and Acceptance Report for signature
Surigao del Norte	Hacienda NHS	SHS Coordinator Jessica Diamola	PR for signature of the SHS Coordinator
	Magpayang NHS	School Head/Principal SHS Coordinator	PR for signature
Surigao del Sur	Antipolo NHS	SHS Coordinator S. Rada Ever C. Calipay Ma. Krisha D. Luta	PR for signature Inspection and Acceptance Report for signature
		Bigaan NHS	School Head/Principal PR for signature
		Marihatag San Isidro	SHS Coordinator PR for signature
	Marihatag San Isidro-Annex	Sherylyn S. Llano Nole C. Benguillo	Inspection and Acceptance Report for signature
	Bitaugan ISS	School Head/Principal Property Custodian	Assessment Report
	Adlay NHS	Ligaya M. Buniel Clyde S. Paurnia	Inspection and Acceptance Report for signature

3. No proxy or substitution of the required persons is allowed.

4. Division SHS coordinators and TVL supervisors are required to inform and facilitate the Travel Authority of the identified persons.

5. This is a **live-out activity** and the **traveling expenses, per diem, meals and accommodations** of the abovementioned attendees shall be charged against **local/ school MOOE funds** subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this **Memorandum** to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Encls: None

Reference: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:

K to 12

SHS

TOOLS & EQUIPMENT

clmd12/bll
10/16/18