

OCT 9 2025

REGIONAL MEMORANDUM
ASD-2025-1067

To: Schools Division Superintendent) Division of Bayugan City
Chief of the Administrative Services Division) Regional Office
Supply Officer) Regional Office
) Division of Bayugan City

All Others Concerned

CLAIMING OF NEWLY ALLOCATED COMMUTER VAN

1. This memo serves to formally notify you that the Department of Education - Central Office has successfully procured new commuter vans, one (1) of which has been allocated to Bayugan City Division and 1 unit to Caraga Division. We are pleased to inform you that the vehicle is now available for pickup at the DepEd Central Office.
2. The vehicle is allocated to meet your Division's transportation needs, as part of our ongoing efforts to enhance operational efficiency.
3. Pickup Instructions:
 - a. The Schools Division Office Supply Officer and Regional Supply Officer are requested to personally claim the vehicle on October 6, 2025 at the DepEd Central Office. However, since the letter was received on October 7, 2025, the vehicles release is rescheduled on October 9, 2025.
 - b. The claiming process will involve verifying the necessary documentation to confirm the receipt of the vehicle;
4. In case the designated Supply Officer is unavailable:
 - a. An authorized representative may claim the vehicle on behalf of the Supply Officer.
 - b. The representative must present a formal authorization letter signed by the Schools Division Superintendent/Regional Director to verify their authority to collect the vehicle.
 - c. The authorization letter should clearly state the representative's full name and designation.
5. Travel expenses and accommodation incurred are chargeable to the division/regional funds subject to the usual accounting and auditing rules and regulations.

6. For further inquiries or clarifications, your office may contact the Asset Management Division at telephone number (02) 8635-0551 or via email at assetmanagement@deped.gov.ph

7. Please be guided accordingly.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: Letter from Undersecretary for Administration dated October 3, 2025
Reference: Letter from Undersecretary for Administration dated October 3, 2025
To be indicated in the Perpetual Index
under the following subjects:

MEMORANDUM

TRAVEL

VEHICLE

ASD/jbr
10/07/2025



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

October 3, 2025

MARIA INES C. ASUNCION, CESO IV
Regional Director
CARAGA Administrative Region
Km. 3, Libertad St. Butuan City

Dear **RD Asuncion**:

This is to formally inform you that the Department of Education - Central Office has successfully procured new commuter vans, and one (1) of this has been allocated to your Region. We are pleased to announce that it is available for pickup at the DepEd Central Office. This initiative is part of our ongoing efforts to enhance operational efficiency and support your Region's transportation needs.

To facilitate a smooth and efficient handover, the designated **Regional Office Supply Officer** is requested to personally claim the vehicle on **October 6, 2025**, at the **DepEd Central Office**. The claiming process will involve verifying the necessary documentation to confirm receipt of the vehicle.

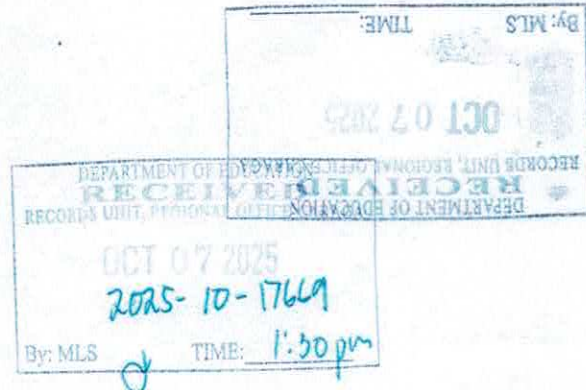
In the event that the designated Supply Officer is unable to attend, an authorized representative may claim the vehicle on their behalf. However, the representative must present a formal authorization letter signed by the Regional Director to verify their authority to collect the vehicle. This letter should clearly state the representative's full name and designation to avoid any inconvenience during the release process.

Should you have any concerns or clarifications, your Office may contact the Asset Management Division through telephone number (02) 8635-0551 or at electronic mail address asam@deped.gov.ph.

Thank you for your prompt attention to this matter.

Very truly yours,

ATTY. MEL JOHN I. VERZOSA
Undersecretary for Administration





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

October 3, 2025

MA. TERESA M. REAL
OLC-Schools Division Superintendent
Division of Bayugan City
Lanzones St., Poblacion, Bayugan City



Dear SDS Real:

This is to formally inform you that the Department of Education - Central Office has successfully procured new commuter vans, and one (1) of this has been allocated to your Division. We are pleased to announce that it is available for pickup at the DepEd Central Office. This initiative is part of our ongoing efforts to enhance operational efficiency and support your Division's transportation needs.

To facilitate a smooth and efficient handover, the Schools Division Office Supply Officer is requested to personally claim the vehicle on October 6, 2025, at the DepEd Central Office. The claiming process will involve verifying the necessary documentation to confirm receipt of the vehicle.

In the event that the designated Supply Officer is unable to attend, an authorized representative may claim the vehicle on their behalf. However, the representative must present a formal authorization letter signed by the Schools Division Superintendent to verify their authority to collect the vehicle. This letter should clearly state the representative's full name and designation to avoid any inconvenience during the release process.

Should you have any concerns or clarifications, your Office may contact the Asset Management Division through telephone number (02) 8635-0551 or at electronic mail address asam@deped.gov.ph.

Thank you for your prompt attention to this matter.

Very truly yours,

ATTY. MEL JOHN I. VERZOSA
Undersecretary for Administration

