



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
ORD – 2025 - 0536

MAY 27 2025

To: Schools Division Superintendents) Division of Surigao City
) Division of Surigao del Norte
) Division of Dinagat Islands
) Division of Siargao Islands

**CONDUCT OF REGIONAL INSPECTION FOR DELIVERED LAPTOPS
FOR NON-TEACHING PERSONNEL**

1. The following Schools Division Offices (SDOs) are hereby informed of the updated schedule for the conduct of the regional inspection of the delivered laptops for non-teaching personnel (DCP Fy 2025 – L4NT):

DATE	Division Office
May 28, 2025	Cabadbaran City, Surigao City, Surigao del Norte
May 29, 2025	Dinagat Islands
May 30, 2025	Siargao Island

2. The objective of this inspection is to validate the receipt, condition, and proper documentation of the delivered laptops.

3. All concerned SDOs are requested to:

- Prepare the laptops for the physical verification and inspection.
- Ensure the availability of relevant delivery documents, including:
 - Delivery Receipt (DR)
 - Inspection and Acceptance Report (IAR)
 - Inventory Custodian Slips (ICS)
 - Distribution List (if already assigned to end-users)
- Assign a point person from the ICT and Supply/Property Unit to coordinate with and assist the regional inspection team during the visit.

4. Immediate and wide dissemination of this memorandum is highly encouraged.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl. : None

Reference: None

To be included in the Perpetual Index
under the following subjects:

INSPECTON

LAPTOP

ORD/mma
05/23/2025



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