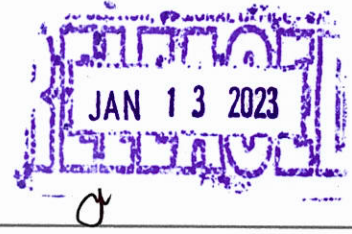




Republic of the Philippines
Department of Education
CARAGA REGION



January 13, 2023

REGIONAL MEMORANDUM
No. 0038, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This region

PICK-UP SCHEDULE OF TEACHER'S AND LEARNER'S KITS FOR
THE TYPHOON ODETTE AFFECTED DIVISION OFFICES

1. This is to inform the Schools Division Offices of Dinagat, Siargao, Surigao City, and Surigao del Norte that the Teacher's and Learner's Kits intended for the Typhoon Odette affected schools are already available for pick-up at this office on **January 18-27, 2023**.
2. The concerned SDOs are requested to bring their own boxes and plastic cellophanes (large) to keep the items from wet and heat as items are mixed of office, school, health and hygiene supplies. The Property Transfer Report (PTR) shall be forwarded to your SDOs thru the Supply Officers for proper transfer.
3. To avoid missing or losing the items, SDOs concerned shall send at least 1 staff, preferably DRRM Coordinator or Supply Office Staff in addition to the driver, to assist our office personnel in the counter checking and packing of items. The Division DRRM Coordinators are responsible for the immediate distribution of the items to the pre-identified priority schools.
4. For reference, attached herewith is the list of items and quantity of distribution per SDO. Your staff may contact the Regional DRRM Coordinator, Megnon P. Beldad, via mobile phone no. 0910-472-3654, or thru email address: megnon.beldad@deped.gov.ph for more details.
5. For immediate dissemination.


MA. GEMMA MERCADO LEDESMA
Director IV

Encl/s.: As stated
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

DRRM KITS TYPHOON ODETTE

ESS/mpb
01/13/2023



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
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(Enclosure to RM No. 0038, s. 2023)

LIST OF ITEMS AND RECIPIENTS OF TEACHER’S AND LEARNER’S KITS FOR
TYPHOON ODETTE

No.	Unit	Items	QUANTITY PER SDO			
			DINAGAT	SIARGAO	SURIGAO CITY	SURIGAO DEL NORTE
A. School and Office Supplies						
1.	Pcs.	Notebook; Non-spring, 80 leaves, plain cover of assorted color/design, 148mmX200mm	105	105	105	105
2.	Pad	Pad paper: 80 leaves, ruled	25	26	24	24
3.	Pcs.	Eraser for pencil; rubber, non-toxic	105	105	105	105
4.	Pcs.	Pencil sharpener; small with two holes for small and big pencils	105	105	105	105
5.	Pcs.	Plastic Envelope; Long, clear, expandable, with lock and handle, assorted color, plain design	140	140	135	135
6.	Pcs.	Glue Stick; washable, clear, 0.28 ounces	105	105	105	105
7.	Pcs.	Ball pens; black	105	105	105	105
8.	Pcs.	Ball pens; blue	105	105	105	105
9.	Pcs.	Ball pens; red	105	105	105	105
10.	Pcs.	Pencil Case; metal, 2 layers, assorted design and color;21x9x3cm	105	105	105	105
11.	Pcs.	Pencil, point #2 with eraser, can be sharpened	105	105	105	105
12.	Pcs.	Sign Pen; black@0.5mm gel ink	105	105	105	105
13.	Pcs.	Sign Pen; blue@0.5mm gel ink	105	105	105	105
14.	Boxes	Crayons; 16 colors, wax, non-toxic	105	105	105	105
15.	Pcs.	Backpack; Plastic, transparent and waterproof, water-resistant materials, adjustable shoulder straps, with pockets and compartments (at least 16X5X10 (L*W*H)	105	105	105	105
16.	Pcs.	Scissors; assorted color, stainless steel blade, plastic handle, blunt tip, at least 7X3X.35 inches in size	105	105	105	105
17.	Pcs.	Plastic Utility box; transparent, with handle and lock, exterior of 12.75X9.3X7.65 (L*W*H)	35	35	30	30
18.	Reams	Bond paper; A4, 70 GSM, subs. 20, 500 sheets	35	35	30	30
19.	Reams	Bond paper; short, 8.5"X13", 70 GSM, subs. 20, 500 sheets	35	35	30	30
20.	Pcs.	Brown envelope; Long, expandable, kraft, with garter to close	35	35	30	30

No.	Unit	Items	QUANTITY PER SDO			
			DINAGAT	SIARGAO	SURIGAO CITY	SURIGAO DEL NORTE
A. School and Office Supplies						
21.	Pcs.	Folder; long, expandable, any color	35	35	30	30
22.	Pcs.	Class record; 30 leaves, 51GSM	35	35	30	30
23.	Roll	Masking Tape; 24mm	35	35	30	30
24.	Pcs.	Stapler, 13x5x6cm with staple remover; fits #35 staple wire;10 sheets capacity	35	35	30	30
25.	Boxes	staple wire; #35, 5,000pcs.	35	35	30	30
26.	Pcs.	Whiteboard; 3X4ft, Aluminum Trim, Melamine Surface	35	35	30	30
27.	Pcs.	Whiteboard eraser: non-abrasive pad bottom, plastic top made with washable felt	35	35	30	30
28.	Pcs.	Whiteboard marker; Black, fine point, refillable	100	100	95	95
29.	Pcs.	Whiteboard marker; Blue, fine point, refillable	79	80	75	75
30.	Pcs.	Whiteboard marker; red, fine point, refillable	7	7	7	7
31.	Pcs.	Flash drive, 16GB capacity	31	31	31	31
32.	Sheets	Manila Paper	325	325	325	325
33.	Bottle	All-purpose glue, 225ml, non-toxic, quick drying	35	35	30	30
34.	Pcs.	For KIDS: Raincoat; poncho-type, rubberized material with hood and buttons or zippers, assorted color, plain design	105	105	105	105
35.	Pcs.	For ADULTS: Raincoat; poncho-type, rubberized material with hood and buttons or zippers, assorted color, plain design	35	35	30	30
36.	Pcs.	Whistle; with lanyard, plastic	140	140	135	135
37.	Pcs.	Mini flashlight, plastic with free batteries, LED light, assorted color, minimum dimension of 7 inches in length and 16 in width; with lanyard	140	140	135	135
38.	Pcs.	Stress ball: 6-7cm, foam, plain design assorted color	140	140	135	135
39.	Pcs.	Stuffed toy; 20x15cm, assorted animal design	105	105	105	105
40.	Bottles	Water bottle; 500ml capacity, transparent plastic, re-usable and BPA and bisphenol free, with handle	105	105	105	105
41.	Pcs.	Face towel; assorted color, cotton, at least 10-X16inches, any design	140	140	135	135

No.	Unit	Items	QUANTITY PER SDO			
			DINAGAT	SIARGAO	SURIGAO CITY	SURIGAO DEL NORTE
A. School and Office Supplies						
42.	Unit	Calculator; compact, electronic;12-digit capacity;147x106.5x29mm;115gms	32	32	32	32

No.	Unit	Items	QUANTITY PER SDO			
			DINAGAT	SIARGAO	SURIGAO CITY	SURIGAO DEL NORTE
B. Health and Hygiene Supplies						
1.	Boxes	Surgical Mask: 50 masks per box, 3 ply, elastic ear loops, non-woven with nose clip, plain design	35	35	30	30
2.	Bottles	Alcohol; Ethyl, 70% solution, 500ml	140	140	135	135
3.	Bottles	Liquid Hand Soap, 500ml, any scents	140	140	135	135
4.	Pcs.	FOR KIDS: Toothbrush; soft bristle with cap/cover; 18cm; 4 rows bristle	105	105	105	105
5.	Pcs.	FOR ADULTS: Toothbrush; Soft bristle with cap/cover; 18cm;4 rows bristle	35	35	30	30
6.	Pcs.	Toothpaste; any variant, 100ml tube w/ fluoride content; FDA certified	140	140	135	135
7.	Sachets	Shampoo; 10ml, anti-lice	140	140	135	135