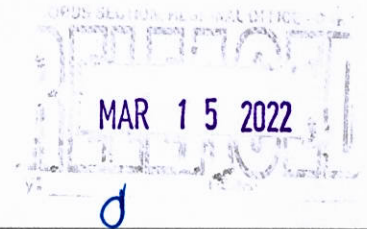




Republic of the Philippines
Department of Education
CARAGA REGION



March 14, 2022

REGIONAL MEMORANDUM
No. 0187, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SUPPLY OFFICERS
This Region

**SUBMISSION OF REPORT ON ACTUAL DISTRIBUTION OF LAPTOPS UNDER
BAYANIHAN II FUNDS FOR DIVISION OFFICE ALLOCATION**

1. In reference to OUA Memo 00-0821-0062 re: Allocation and Distribution of Laptops Under Bayanihan II Funds, the Schools Division Offices are directed to submit a report on the actual distribution of the allocated laptops in conformity to the priority recipients identified for Division Offices. This report must be submitted in PDF file not later than March 25, 2022 through email at amu_caraga@deped.gov.ph.
2. Enclosed is the template for reference. A scanned copy duly signed Property Acknowledgement Receipt must be attached as supporting documents.
3. Immediate dissemination and compliance of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl: As stated
Reference: OUA Memo 00-0821-0062
To be indicated in the Perpetual Index
under the following subjects:

DISTRIBUTION LAPTOPS REPORT

AMU/zfb
03/14/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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REPORT ON ACTUAL DISTRIBUTION OF LAPTOPS UNDER BAYANIHAN II FUNDS
FOR DIVISION OFFICE ALLOCATION

Division: _____

Laptops for SDO Proper				
No.	Name of Recipient	Position	Designation	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Laptops for PSDS				
No.	Name of Recipient	Position	Designation	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Laptops for Implementing Units				
No.	Name of Recipient	Position	Designation	Remarks
1				

2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Prepared by:

(Name and Signature of Supply Officer)

Noted by:

(Name and Signature of Chief Admin. Officer)

Approved by:

(Name and Signature of Superintendent)