



Republic of the Philippines
Department of Education
CARAGA REGION



August 22, 2022

REGIONAL MEMORANDUM
No. 0718, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SUPPLY OFFICERS
SCHOOL PROPERTY CUSTODIAN
This Region

REPORTING OF UPDATES ON THE NATIONAWIDE DELIVERIES
OF PROCURED GOODS FOR SCHOOL OPENING

1. This is in reference to the nationwide deliveries of procured goods for the school opening. All Schools Division Office Supply Officers as well as School Property Custodians shall observe the following actions:
 - a. Encode hourly updates and status as to the progress of deliveries through <https://tinyurl.com/DeliveryUp13>.
 - b. Document issues regarding the logistics distribution and the condition of items upon receipt, if any.
 - c. Only accept the items that are in the best condition both on face value and the actual personal inspection of the goods.
 - d. Record and document the actual items received and inspect in the presence of the supplier.
 - e. Items with damage must be documented and immediately be reported.
2. Immediate dissemination and compliance of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl: None
Reference: Memorandum OUGFO No. 2022-01-004
To be indicated in the Perpetual Index
under the following subjects:

DELIVERY DISTRIBUTION INSPECTION REPORT

AMU/zfb
08/22/2022



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



2022-08-11003

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020