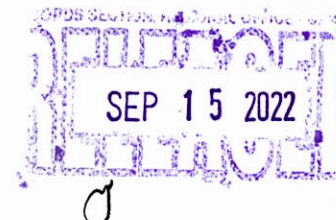




Republic of the Philippines
Department of Education
CARAGA REGION



September 15, 2022

REGIONAL MEMORANDUM
No. 0803, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This region

REQUEST FOR IMMEDIATE PICK-UP OF TEACHER'S SUPPLIES

1. As part of the Teacher's Kits procured for the Typhoon Odette affected SDOs, this office requests for the immediate pick-up of 58 Boxes of A4 Bond papers following the distribution list below:

<i>SDO recipients</i>	<i>No. of Boxes (5 reams per box)</i>
Dinagat	17
Siargao	17
Surigao City	12
Surigao del Norte	12

2. SDOs are given until **September 23, 2022**, to get the supplies and send a representative to receive and sign the acknowledgement receipt upon pick-up. This office shall also forward via email the Property Transfer Report (PTR) for SDO Supply Officers to accomplish and send back.

3. SDOs shall distribute the supplies to the prioritized schools within 2 weeks from pick-up and shall likewise secure acknowledgment receipt signed by the School Head of the recipient schools for validation purposes.

4. Should there be any concerns, your staff may contact Ms. Megnon P. Beldad, PDO II-DRRM, through mobile phone no. 0910-472-3654.

5. For immediate dissemination.

for:
MA. GEMMA MERCADO LEDESMA
Director IV

Encl/s.: NONE

Reference/s: NONE

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

CCAM DRRM

ESS/mpb
09/15/2022



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Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph

