



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1231**, s. 2024

NOV 12 2024

To: Schools Division Superintendents
All Others Concerned

UPDATING OF SCHOOL FURNITURE INVENTORY

1. The Office of Human Resource and Organizational Development (HROD) requests the assistance of the SDO Planning Officers and Division Engineers in updating the inventory of operational school furniture, regardless of design, along with the updated enrolment data.
2. The template and guidelines for updating the data can be downloaded via this link: <https://tinyurl.com/mp9b524u>
3. Please ensure submission on or before November 15, 2024 (Friday) at 12:00 noon.
3. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO TENEBERO ESCOBARTE, JR.
Director III
Assistant Regional Director 

Encl.: None
Reference: Memorandum DM-OUHROD-2024-2222
To be indicated in the Perpetual Index
under the following subjects:
FACILITIES FURNITURE INVENTORY

ESSD/edm
11/11/2024



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2222

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION ENGINEERS
All Others Concerned

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **UPDATING OF SCHOOL FURNITURE INVENTORY**

DATE : NOVEMBER 4, 2024

In order to establish data on school furniture requirements, this Office requests your assistance in updating the inventory of operational school furniture, regardless of design, as well as the updated enrolment data.

The template and its corresponding guide to be used for updating the aforementioned data can be downloaded through this link: tinyurl.com/SFInventoryEFD. The **deadline for submission is on or before November 15, 2024 (Friday)**.

Should you have any questions or clarifications, you may contact the **Education Facilities Division** at telephone number **8638-7110** or email at ousif.efd@deped.gov.ph.

For strict compliance.