



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

TO : **Assistant Schools Division Superintendent**
Chief Education Supervisors, SGOD and CID
Concerned PSDS/OIC-PSDS
Concerned School Heads
Division Engineer
Division Supply Officer

FROM : **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent

SUBJECT : **PROPER DISPOSITION OF EXCESSIVE SCHOOL**
FURNITURE DELIVERED UNDER THE BASIC EDUCATION
FACILITIES FUND (BEFF) SCHOOL FURNITURE
PROGRAM

DATE : July 7, 2025

1. This refers to the attached Regional Memorandum ESSD-2025-069 on the subject directing the Schools Division Office on the proper transfer of excessive deliveries under the BEFF-School Furniture Program.
2. In view of the foregoing, a coordination meeting will be held on July 10, 2025, 10:00 AM, BAC Office, 2F, Schools Division of Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City.
3. The participants in this meeting are the Division Engineer, Division Supply Officer, School Heads of the original recipient schools provided hereunder, and School Heads of the identified schools where the excess school furniture were transferred.

School ID	School Name
113981	Bangate Elementary School
113984	Cagang Elementary School
114405	Sto. Domingo Elementary School
114408	Alig-igan Elementary School



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School ID	School Name
114410	Manangkas Elementary School
310008	San Rafael National High School
114200	San Ignacio Elementary School

4. The School Heads of the original recipient schools and schools where the excess school furniture were transferred should bring hard copies of the available documents relevant to the subject (e.g., delivery receipt, inventory transfer report, inventory custodian slip, and memorandum of agreement, among others).
5. Travel and other incidental expenses relative thereto shall be charged against Local Funds/MOOE subject to the usual accounting and auditing rules and regulations.
6. For strict compliance.



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