



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

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

FROM: *For: [Signature]*
WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

SUBJECT: SUBMISSION OF DATA ON THE INVENTORY OF SCHOOL EQUIPMENT RECEIVED BY SCHOOLS WHICH WAS DIRECTLY DELIVERED BY SUPPLIERS/FORWARDERS FOR CYs 2020-2022

DATE: May 4, 2023

1. Relative to the attached Memorandum No. OASOPS No. 2023-067 dated April 26, 2023 re: Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022 and Regional Memorandum No. 61, 2023 dated May 2, 2023 re: Submission of Data on the Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022.
2. This Office hereby directs all schools to submit the accomplished form/report on the data of complete inventory of school equipment received which was directly delivered by suppliers/forwarders for CYs 2020-2022, **in excel format using the attached template** to albert.perez001@deped.gov.ph on or before 12:00 NN of May 9, 2023 (Wednesday).
3. Public Schools District Supervisors/OIC-PSDSs are requested to monitor the submission of schools in their respective district.
4. For your information, guidance and compliance.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Email: sorsogon@deped.gov.ph
Website: deped.sorsogon.com.ph



CIP 5461/21/05/1163

05/02/2023

Mr. Albert C. Perez, Atty
Div. Supply/Property Office
For appropriate action pls.
Thanks
/s/



Republic of the Philippines
Department of Education
REGION V - BICOL



Office of the Regional Director

03 MAY 2023

May 2, 2023

REGIONAL MEMORANDUM

No. 01, s. 2023

**SUBMISSION OF DATA ON THE INVENTORY OF SCHOOL EQUIPMENT
RECEIVED BY SCHOOLS WHICH WAS DIRECTLY DELIVERED BY
SUPPLIERS/FORWARDERS FOR CYs 2020-2022**

To : Assistant Regional Director
Schools Division Superintendents
All others Concerned

1. Relative to the attached Memorandum No. OASOPS No. 2023-067 dated April 26, 2023 re: Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022, this Office hereby directs all the Schools Division Offices to submit a report on the data of complete inventory of school equipment received by schools which was directly delivered by suppliers/forwarders for CYs 2020-2022, in excel format using the attached template to pprd.row@deped.gov.ph on or before 12:00 NN of May 12, 2023 (Friday).

2. Further, the duly validated inventory of school equipment must be consolidated at the Schools Division Office Level and be certified true and correct by the Schools Division Superintendents. Hence, no school should directly submit their report to the Regional Office.

3. Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
Regional Director

Encls: As stated
Ref: Memo No. OASOPS No. 2023-067 dated April 26, 2023
To be indicated in the Perpetual Index
under the following subjects

DATA EQUIPMENT INVENTORY

PPRD/msc
05/02/2023



Regional Center Site, Rawis, Legazpi City 4500
0969 516 9555
region5@deped.gov.ph





Republic of the Philippines
Department of Education
OPERATIONS

OASOPS No. 2023-067

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

FROM : **Atty. REVSEE A. ESCOBEDO**
Undersecretary for Operations

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

SUBJECT : **Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022**

DATE : **April 26, 2023**

In view of the upcoming delivery of school equipment from the warehouses, all Regional Offices are requested to submit a complete inventory of school equipment received by schools which was directly delivered by suppliers/forwarders for 2020-2022.

In this regard, this Office requests the submission of the aforementioned data in MS Excel (xlsx) format using the **provided template, which may be downloaded via this link:** tinyurl.com/ybwwzqs8. Further, submissions must be sent to the Office of the Assistant Secretary for Operations at ops@deped.gov.ph **on or before May 12, 2023 (FRIDAY), 5:00 PM.** All submissions must be **consolidated at the regional level, verified, and signed by the Regional Director.**

For inquiries, please contact Mr. Aster Mostrocas at aster.mostrocas@deped.gov.ph or the Office of the Assistant Secretary for Operations via telephone number (02) 8633-5344.

For strict compliance and immediate action:

Thank you very much.



**Department of Education
(800) 487-4636**

Michigan Department of Education, 220 North Zeeb Road, Lansing, Michigan 48906-1500

Inventory of School Equipment Received by Schools which was Directly Sourced by Suppliers/Forwarders for 2020-2022

Schools (AJ 590 Ping City)	School ID	School Name	Furniture	Information and Communications Technology (ICT)	TV, Tools and Equipment	Science and Math Equipment	Books	Textbooks	SLM	Others	Remarks
			0	0	0	0	0	0	0	0	
Total	N/A	N/A	0	0	0	0	0	0	0	0	

Prepared by: [Name]
(482) 487-4636

Approved by: [Signature]
(482) 487-4636

