



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

June 19, 2023

SCHOOLS DIVISION MEMORANDUM

No. 259, s. 2023

**SUBMISSION OF INVENTORY OF SCHOOL EQUIPMENT RECEIVED BY SCHOOLS
THAT WERE DIRECTLY DELIVERED BY SUPPLIERS/FORWARDERS FROM 2020 TO
2022**

To: All Public Elementary and Secondary School Heads
School Property Custodians
Administrative Officer II
All Others Concerned

1. For the information, guidance and compliance of all concerned, enclosed are OASOPS No. 2023-117 Memorandum dated June 9, 2023 and Unnumbered Memorandum dated June 19, 2023 re: Submission of Inventory of School Equipment Received by Schools that were Directly Delivered by Suppliers/Forwarders from 2020 to 2022.
2. Immediate and wide dissemination of this Memorandum is highly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent 





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Memorandum

To: **Schools Division Superintendents**
Division Supply Officers
All Others Concerned

From: **MAY B. ECLAR, PhD, CESO III**
Regional Director

Subject: **Submission of Inventory of School Equipment Received by Schools that were Directly Delivered by Suppliers/Forwarders from 2020 to 2022**

Date: June 19, 2023

1. Please be informed on the attached OASOPS No. 2023-117 Memorandum dated June 9, 2023.
2. It is requested that the aforementioned data be submitted in MS excel format using the template provided which may be downloaded at bit.ly/3X23cgy. Division data shall be submitted via this link: bit.ly/3LRb2Wz to the Regional Office on or before June 21, 2023 (Wednesday) and will be consolidated by the Regional Office for submission to the OASOPS on June 23, 2023 (Friday)
3. For your information, guidance and compliance.

asset1/asset5



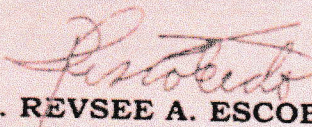


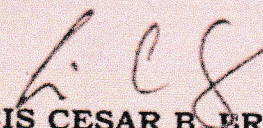
Republic of the Philippines
Department of Education
OPERATIONS

OASOPS No. 2023-117

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations


FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

SUBJECT : **Revised Template for the Inventory of School Equipment Received by Schools that were Directly Delivered by Suppliers/Forwarders from 2020 to 2022**

DATE : **June 9, 2023**

This refers to Memorandum No. OASOPS-2023-067 issued by this Office requesting all Regional Offices to submit a complete inventory of school equipment received by schools that were directly delivered by suppliers/forwarders from 2020 to 2022.

In view of the feedback received from the field, this Office issues the **revised template from the Asset and Management Division** and requests the submission of the aforementioned data in MS Excel (.xlsx) format using the **revised template, which may be downloaded at bit.ly/3X23cgy**. A guide for filling up the said template can also be accessed in the same link.

Further, submissions must be sent to the Office of the Assistant Secretary for Operations at asec.ops@deped.gov.ph **on or before June 23, 2023, at 5:00 PM**. All submissions must be **consolidated at the regional level, verified, and signed by the Regional Director.**

For inquiries, you may email the Office of the Assistant Secretary for Operations via email address asec.ops@deped.gov.ph or by telephone at (02) 8633-5344.