



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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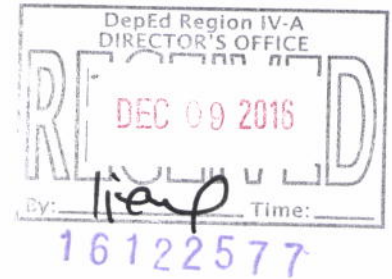
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION IV-CALABARZON
RECEIVED
DEC 09 2016
RECORDS SECTION

December 8, 2016

ADVISORY

FOR: REGIONAL DIRECTORS

RE: Distribution of Memorandum



The office of the Undersecretary for Administration would like to request the Regional Directors to distribute the copies of the memorandum regarding the letters from Congress, LGUs, Schools, NGOs, Offices, etc. requesting for school buildings, classrooms, repairs, computer equipment, vehicles, etc. to all concerned Schools Division Superintendents and that the School Division Superintendents will be the ones to promulgate the memorandum to all concerned Principals as soon as possible.

Thank you.


Cristy Guanzon
Senior Administrative Assistant V

7894
12-11-16 04p



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

1612257
To: SDSS
Please comply
ASAP
Submission is
with Benjie or
Robert, ESSD.
Thank you!
9 Dec 2016

**FOR: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PRINCIPALS**

FROM: ALAIN DEL B. PASCUA
Undersecretary for Administration

**SUBJECT: LETTERS FROM CONGRESS, LGUS, SCHOOLS, NGOS,
OFFICES, ETC. REQUESTING FOR SCHOOL
BUILDINGS, CLASSROOMS, REPAIRS, COMPUTER
EQUIPMENT, VEHICLES, ETC.**

DATE: December 7, 2016

The Office of the Undersecretary for Administration (OUA) will be compiling all letters from Congress, LGUs, Schools, NGOs, Offices, etc. requesting for school buildings, classrooms, repairs, computer equipment, vehicles, etc. that have been received by the Department of Education through its various officials, offices and instrumentalities from June 30 up to December 31, 2016 for consolidation and documentation.

As such, may we request for available copies of these letters that have been received by your office and still in your files or custody, whether the same have already been routed and/or submitted to the OSEC, OUA and/or other offices, in order not to miss any letter that might have slipped our attention. May we request for the copies by December 20 please.

It is the intention of OUA to come up with a consolidated listing of all requests from June 30 to December 31, 2016 to ensure that such requests have been acted upon and included in our validation process.

For your appropriate and immediate action.

Office of the Undersecretary for Administration
(Administration, Information and Communication Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities / School Buildings)
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