SUBMISSION OF CONSOLIDATED REPORT OF SCHOOL FURNITURE DESTROYED BY TERMITES

To Schools Division Superintendents

1. This Office, through the Administrative Services Division – Asset Management Section, requests the submission of consolidated report of school furniture destroyed by termites.

2. All Schools Division Offices are requested to submit the consolidated report using the attached Enclosure 1 template and shall be uploaded using the google drive link https://bit.ly/FurnitureDestroyedbyTermites on or before September 2, 2022.

3. For further concerns, you may contact Asset Management Section through Ms. Eldine V. Palermo at asset.calabarzon@deped.gov.ph

4. Immediate dissemination of and compliance with this memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary
Officer-in-Charge, Office of the Regional Director

ams/evp
Enclosure 1

CONSOLIDATED REPORT OF SCHOOL FURNITURE DESTROYED BY TERMITES

Schools Division Office:

<table>
<thead>
<tr>
<th>School ID</th>
<th>Name of School</th>
<th>Quantity</th>
<th>Type of School Furniture</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:

__________________________
Supply Officer
(Signature over printed name)

Approved by:

__________________________
Schools Division Superintendent
(Signature over printed name)