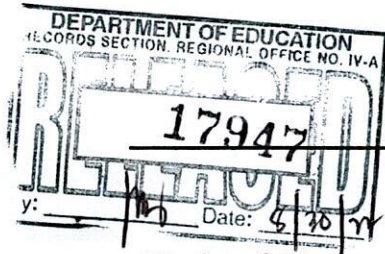




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON




30 August 2022

**Regional Memorandum**

**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](mailto: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



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

Enclosure 1

**CONSOLIDATED REPORT OF SCHOOL FURNITURE  
DESTROYED BY TERMITES**

**Schools Division Office:**

School ID	Name of School	Quantity	Type of School Furniture	Remarks

Prepared by:

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**Supply Officer**

(Signature over printed name)

Approved by:

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**Schools Division Superintendent**

(Signature over printed name)