Regional Memorandum  
No.787 s.2022

IMPLEMENTATION OF CONSOLIDATION AND MAINTENANCE OF DATABASE ON THE UPDATED CONTACT INFORMATION OF REGIONAL OFFICES, SCHOOLS DIVISION OFFICES, AND SCHOOLS

To: Schools Division Superintendents  
School Heads  
All Other Concerned

1. This Office, through the Administrative Services Division, informs all Schools Division Offices and its public schools regarding the herein attached memorandum dated November 4, 2022, directing updates on the school division office and public school's data.

2. In this regard, Division Offices and Schools shall access the link indicated to update the necessary required working contact information of the division and school officials and personnel not later than the last week of February of every year.

3. For dissemination and strict compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO II  
Regional Director

asd/jsp
MEMORANDUM
04 November 2022

TO : REGIONAL DIRECTORS
     SCHOOLS DIVISION SUPERINTENDENTS
     SCHOOL HEADS
     ALL OTHER CONCERNED

FROM : KRISTIAN R. ABLAN
       Undersecretary for Administration

SUBJECT : IMPLEMENTATION OF CONSOLIDATION AND
          MAINTENANCE OF DATABASE ON THE UPDATED
          CONTACT INFORMATION OF REGIONAL OFFICES,
          SCHOOLS DIVISION OFFICES, AND SCHOOLS

The Department of Education (DepEd) Central Office issues the
Implementation of Consolidation and Maintenance of Database on the
Updated Contact Information of Regional Offices, Division Offices and
Schools to facilitate the dissemination of allocation lists and technical
specifications of the Central Office procured goods for delivery to schools,
schools division offices or regional offices, contract implementation monitoring,
feedback mechanism, and other procurement-related concerns and
communications

In view of this concern, the Regional Offices (for regional office data), and
Schools Division Offices (for schools division office and public schools’ data) are
hereby directed to feed herein, on an annual basis or as often as necessary, the
database with the latest contact information of the regional, division, and
school officials and personnel, particularly:

1) Regional Office – Regional Director, Regional Supply Officer, and
   Inspectorate Team
2) Schools Division Office – Schools Division Superintendent, Division
   Supply Officer, and Inspectorate Team
3) Public Schools – School Head, School Supply Officer or School Property
   Custodian, and Inspectorate Team

Office of the Undersecretary for Administration
Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforanimation@deped.gov.ph
The Regional Offices and the Division Offices shall access the link indicated below to update the necessary required working contact information **not later than last week of February of every year**.

a. For Regional Offices: https://tinyurl.com/DepEdRegionalDatabase  
b. For Division Offices: https://tinyurl.com/DepEdDivisionDatabase  
c. For Public Schools: https://tinyurl.com/DepEdSchoolDatabase

This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.

For more information and/or concerns, please contact the Procurement Management Service - Contract Management Division through email address procms.cmd@deped.gov.ph or at telephone number (02) 8635-3762.

For your information and compliance.

Thank you.