



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



19 June 2023

**Regional Memorandum**  
No.340 s.2023

**REVISED TEMPLATE FOR THE INVENTORY OF VARIOUS  
EQUIPMENT RECEIVED BY THE SCHOOLS WHICH  
WERE DIRECTLY DELIVERED BY SUPPLIERS/  
FORWARDERS FROM 2020-2022**

**To: Schools Division Superintendents  
Division Supply Officers**

1. Attached is the Deped Memorandum OASOPS No. 2023-117 dated June 9, 2023, issued by Atty. Revsee A. Escobedo, Undersecretary for Operations, and Francis Cesar A. Bringas, Assistant Secretary for Operations, relative to the submission of the complete inventory of school equipment received by the schools which were directly delivered by suppliers/forwarders from 2020-2022.
2. In this light, all Division Supply Officers are directed to accomplish the Inventory Report in MS Excel Format using the revised template, which may be downloaded at <https://bit.ly/ReportonInventory>. The report shall be uploaded on or before June 22, 2023, to give ample time for consolidation of the Regional Office.
3. For inquiries, please coordinate with **Mr. Michael P. Glorial**, Administrative Officer V (Asset Management Section) with contact no. 0968-5256-641 or Email us at [asset.calabarzon@deped.gov.ph](mailto:asset.calabarzon@deped.gov.ph).
4. Immediate dissemination and strict compliance with this Memorandum is desired.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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