

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



Office of the Regional Director

June 6, 2023

Unnumbered Memorandum

EMERGENCY MEETING OF ALL SCHOOLS DIVISION
SUPPLY OFFICERS

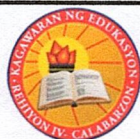
TO: SCHOOLS DIVISION SUPERINTENDENTS CONCERNED

(Divisions of Quezon, Tayabas City, Lucena City, Cavite, Bacoor City, Cavite City, Dasmariñas City, Imus City, General Trias City, Laguna, Biñan City, Cabuyao City, Calamba City, San Pablo City, Sta. Rosa City, San Pedro City, Rizal and Antipolo City)

- 1. Please advise your respective Schools Division Supply Officer to attend without fail the emergency meeting on June 9, 2023, at 8.30 in the morning at the Director's Conference Room.
2. They are required to bring with them the following:
a. Complete Inventory of laptops received directly from the supplier or DepEd Central Office pertaining to the DepEd "Laptop for Teachers" Project;
b. Relevant documents notably summary of Memorandum Receipts detailing the issuance of laptops to DepEd teaching and non-teaching personnel;
c. Summary reports of laptops that were returned by their recipients, to include concise information on the reasons why they were returned;
d. Detailed report on the laptop performance issues, complaints, and/or comments raised by the recipients which made them return the issued laptops to the DepEd divisions, if any; and
e. Or a specific part thereof, as the case may be.
3. No proxy or representative shall be allowed.
4. Travel expenses relative to the conduct of this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. For strict compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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