



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
 www.depednegor.net

Division Memorandum  
 No. 308, s 2019

To : Assistant Schools Division Superintendents  
 CID and SGOD Chief Education Supervisors  
 Division Education Program Supervisors  
 Public Schools District Supervisors/ District In-Charge  
 Elementary and Secondary School Heads  
 Elementary and Secondary District/ School ICT Coordinators

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**  
 Schools Division Superintendent /s/  
*3/28/19*

Subject: **SUBMISSION OF SEPARATE INVENTORY REPORT FOR ICT EQUIPMENT**

Date: March 27, 2019

1. As mandated in the **DepEd Memorandum** dated March 18, 2019 thru the **Regional Memorandum** dated March 22, 2019, this Office is requiring all the School ICT Coordinators to submit individual duly signed **INVENTORY REPORT FOR ICT EQUIPMENT**.
2. Submit the report immediately to your respective District ICT Coordinators who will compile and consolidate all the school responses and submit the hardcopies at the ICT Unit Office on or before April 12, 2019.
3. For your reference, see the *attached templates*.
4. Immediate dissemination and strict compliance with this Division Memorandum is desired.

12 8 MAR 2019

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Sup'ts Office); (035) 225-1622 (CID); (035) 225-1823 (Legal Section); (035)225-8180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8967 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acc't. Budget Section); (035) 422-3921 (Supply Section)

ITEM/PACKAGE	QUANTITY	CONDITION
If ICT equipment are in package, please mention the package number OTHERWISE mention the item and actual quantity regardless of brand		*Operational and in good condition *Operational but needs repair *Not working but repairable *Beyond Economic Repair



# Template Number 1

## SAMPLE TEMPLATE FOR SCHOOL INVENTORY OF ICT EQUIPMENTS AND SCHOOL FURNITURE

Region:

Division:

Name of School:

Type of School:

Implementing Unit       Non-Implementing Unit

School Classification:

Elementary       Secondary School  
 Junior HS       Senior HS

ITEM / PACKAGE	QUANTITY	CONDITION
If ICT equipment are in package, please mention the package Number OTHERWISE mention the item and actual quantity regardless of brand		*Operational and in good condition *Operational but needs repair *Not working but repairable *Beyond Economic Repair
<b>Example:</b>		
DCP Batch 24	1	
Laptop	50	<i>Operational and in good condition</i>
Desktop (1 set CPU, Monitor, Keyboard)	3	<i>Operational but needs repair</i>
Printer (Toner Base/Ink Base)	10	<i>Beyond Economic Repair</i>
Projector	1	<i>Beyond Economic Repair</i>
AVR	3	<i>Operational and in good condition</i>
UPS	1	<i>Not working but repairable</i>
<b>SCHOOL FURNITURE</b>		

**NOTE: REPORTS MUST BE SUBMITTED TO RESPECTIVE DIVISION SUPPLY OFFICER FOR CONSOLIDATION**



REPUBLIKANG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



March 22, 2019


**MEMORANDUM**

**To : THE SCHOOLS DIVISION / CITY SUPERINTENDENTS**

**From : DIR. JULIET A. JERUTA**

**Subject : SUBMISSION OF SEPARATE INVENTORY REPORT FOR ICT EQUIPMENT  
AND ALL EXISTING SCHOOL FURNITURE**

1. Attention is invited to the enclosed DepEd Memorandum dated March 18, 2018, "Submission of Separate Inventory Report for ICT Equipment and All Existing School Furniture", which is self explanatory.
2. You are requested to use the suggested template (as enclosed) in preparing the reports. Deadline for submission of ICT Equipment Inventory report is **April 15, 2019**. While, deadline for submission of School Furniture Inventory Report is on **April 30, 2019**.
3. Please email the reports to [albert.alano@deped.gov.ph](mailto:albert.alano@deped.gov.ph).
4. Immediate dissemination of this memorandum to all concerned is directed.

  
SALUSTIANO T. JIMENEZ, CESO VI  
VIC-ASSISTANT REGIONAL DIRECTOR  
JULIET A. JERUTA, Ph.D., CESO IV

Director IV

  
Office of the Regional Director

JJA/VVY/IFC/rjb

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433, 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071; Human Resources Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 213-0010;  
414-7065; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



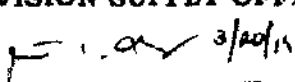
Republic of the Philippines  
**Department of Education**

Administrative Service  
**ASSET MANAGEMENT DIVISION**

18 March 2019

**MEMORANDUM**

**FOR:** REGIONAL SUPPLY OFFICERS  
DIVISION SUPPLY OFFICERS

**FROM:**   
MARITESS L. ABLAY  
Chief, Asset Management Division

**SUBJECT:** Submission of Separate Inventory Report for ICT  
Equipment and All Existing School Furniture

As required by the Information and Communications Technology Service (ICTS) and the Office of the Undersecretary for Administration (OUA), we would like to request for the submission of the following inventory reports:

1. ICT equipment in the Regional and Division Office
2. ICT equipment in schools under each Division Offices (including DCP Packages)
3. Existing school furniture (ex. Teacher's tables and chairs and armchairs)

Kindly use the **sample template** in preparing the reports. Submit the soft copy of consolidated inventory reports on or before **15 April 2019** for ICT equipment and **30 April 2019** for school furniture. Please email the reports to [albert.alano@deped.gov.ph](mailto:albert.alano@deped.gov.ph) and indicate *Region or Division - Inventory Report for ICT Equipment and Existing School Furniture* in the email subject line.

Example:

<b>New Message</b>	
Recipients	albert.alano@deped.gov.ph
Subject	Pasay City Division – Inventory Report for ICT Equipment and Existing School Furniture

For your compliance. Thank you.

# Template Number 1

## SAMPLE TEMPLATE FOR SCHOOL INVENTORY OF ICT EQUIPMENTS AND SCHOOL FURNITURE

Region:

Division:

Name of School:

Type of School:  Implementing Unit  Non-Implementing Unit

School Classification:  Elementary  Secondary School  
 Junior HS  Senior HS

ITEM / PACKAGE	QUANTITY	CONDITION
If ICT equipment are in package, please mention the package Number OTHERWISE mention the item and actual quantity regardless of brand		
<b>Example:</b>		<i>Operational and in good condition</i>
DCP Batch 24	1	<i>Operational but needs repair</i>
		<i>Not working but repairable</i>
		<i>Beyond Economic Repair</i>
Laptop	50	
Desktop (1 set CPU, Monitor, Keyboard)	3	
Printer (Toner Base/Ink Base)	10	
Projector	1	
AVR	3	
UPS	1	
Armchair (All Wood/All Bamboo/Non-Wood/Bamboo & Steel/Wood & Steel)		
2 Seater Table and Chair (All Wood/Wood & Steel)		

**NOTE: REPORTS MUST BE SUBMITTED TO RESPECTIVE DIVISION SUPPLY OFFICER FOR CONSOLIDATION**

# Template Number 2

## SAMPLE TEMPLATE FOR DIVISION OFFICES INVENTORY OF ICT EQUIPMENT AND SCHOOL FURNITURE

Region:

Division:

ITEM / PACKAGE	QUANTITY	CONDITION
If ICT equipment are in package, please mention the package Number OTHERWISE mention the item and actual quantity regardless of brand		
<b>Example:</b>		<i>Operational and in good condition</i>
		<i>Operational but needs repair</i>
		<i>Not working but repairable</i>
		<i>Beyond Economic Repair</i>
Laptop	50	
Desktop (1 set CPU, Monitor, Keyboard)	3	
Printer (Toner Base/Ink Base)	10	
Projector	1	
AVR	3	
UPS	1	