



MEMORANDUM



To: Schools District Supervisors/Principals In-Charge
Secondary School Administrators/Heads, District Property Custodians

From: JESSIE L. AMIN, CESO V
Schools Division Superintendent

Date: July 18, 2018

Subject: SUBMISSION OF DISTRICT CONSOLIDATED REPORT OF RECEIPT OF
ALL DELIVERED SEMI-EXPENDABLE SUPPLIES/ MATERIALS/
EQUIPMENT AND DCP PACKAGES/ICT EQUIPMENT

1. In our ISO journey towards delivery of quality, timely, transparent responsive and equitable services to all our customers, this office requests the submission of photocopies of all documents relative to receipt of directly delivered semi-expendable supplies/materials/equipment and DCP packages to your school.
2. District Property Custodians through the Schools District Supervisors are tasked to consolidate said school documents including secondary schools in their area of responsibility. It is then expected that only 44 Districts will submit said documents that will include and be filed as follows:

Folder 1 (All Learning Materials from 2013 to present)

Delivery Receipt/Memorandum of Receipt
Inspection & Acceptance Report

Folder 2 (All Furniture from 2013 to present)

Delivery Receipt/ Memorandum of Receipt
Inspection & Acceptance Report

Folder 3 (All Math & Science Equipment from 2013 to present)

Delivery Receipt / Memorandum of Receipt
Inspection & Acceptance Report

Folder 4 (All IT Equipment/DCP packages received)

Delivery Receipt / Memorandum of Receipt/Property Transfer Report
Inspection & Acceptance Report

Accomplished School Readiness Checklist Form for DCP packages issued since 2014



Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)

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3. All of these documents will be scanned by the Schools Division Office to obtain an e-copy for faster and easier access of everyone concerned.
4. Submit the report to the Division Supply and Property Unit on or before July 23, 2018.
5. For information, guidance and strict compliance.

SDS/spb/lvc