



Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

SEP 15 2021

REGIONAL MEMORANDUM
 No. 1038, s. 2021

**ADDENDUM : CLARIFICATORY GUIDELINE ON THE FILLING UP OF
 ADMINISTRATIVE SUPPORT ITEMS FOR DEPED ELEMENTARY
 AND SECONDARY SCHOOLS**

To: **All Schools Division Superintendents**

1. This is in reference to the issued Regional Office No. 1025, s. 2021 re: Clarificatory Guideline on the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools released last September 9, 2021. In line with this, please submit the soft copies of the excel format and signed report **on or before September 17, 2021** at aubrey.bawing@deped.gov.ph. Said format can be accessed and be downloaded at <https://bit.ly/admininventory>.
2. Be guided accordingly.

TOLENTINO G. AQUINO

In Director IV *g*

Encl.: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

GUIDELINE

PROCEDURE

REQUIREMENTS



DepEd RO1



AD/hfa/RM
 September 13, 2021

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