



Republic of the Philippines
Department of Education
REGION I



JUN 19 2023

REGIONAL MEMORANDUM

No. 564, s. 2023

To: Schools Division Superintendents
Schools Division Supply Officers
School Property Custodians

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

1. Attached is the Memorandum Number OASOPS No. 2023-117 issued by the Operations Strand of the Department of Education- Central Office re: request of the complete inventory of the school equipment received by schools that were directly delivered by suppliers/forwarders from 2020-2022.
2. The template to be used can be accessed at bit.ly/3X23cy. A guide for filling-up the said template can also be accessed at the same link. Further, submission of Schools Division Offices is until June 21, 2023, at 05:00 PM to give ample time for the review and consolidation of the data submitted by each Schools Division Office.
3. The report of each Schools Division Office must be submitted at the email address ams.region1@deped.gov.ph.
4. Immediate dissemination and compliance to this memorandum is desired.

[Signature]
TOLENTINO G. AQUINO
Director IV

Encl.: DepEd Memorandum Number OASOPS No. 2023-117
Reference: DepEd Memorandum Number OASOPS No. 2023-117
To be indicated in the Perpetual Index
Under the following subjects:
Inventory Report

AD-AMS_rrnb/RM_InventoryReport
June 16, 2023



Address: Flores Street, Brgy. Catbangan, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
Email Address: region1@deped.gov.ph
Website: www.depedro1.com



Republic of the Philippines
Department of Education
OPERATIONS

OASOPS No. 2023-117

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

FROM : **Atty. REVSEE A. ESCOBEDO**
Undersecretary for Operations

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

SUBJECT : **Revised Template for the Inventory of School Equipment Received by Schools that were Directly Delivered by Suppliers/Forwarders from 2020 to 2022**

DATE : **June 9, 2023**

This refers to Memorandum No. OASOPS-2023-067 issued by this Office requesting all Regional Offices to submit a complete inventory of school equipment received by schools that were directly delivered by suppliers/forwarders from 2020 to 2022.

In view of the feedback received from the field, this Office issues the **revised template from the Asset and Management Division** and requests the submission of the aforementioned data in MS Excel (.xlsx) format using the **revised template, which may be downloaded at bit.ly/3X23cgv**. A guide for filling up the said template can also be accessed in the same link.

Further, submissions must be sent to the Office of the Assistant Secretary for Operations at asec.ops@deped.gov.ph **on or before June 23, 2023, at 5:00 PM.** All submissions must be **consolidated at the regional level, verified, and signed by the Regional Director.**

For inquiries, you may email the Office of the Assistant Secretary for Operations via email address asec.ops@deped.gov.ph or by telephone at (02) 8633-5344.

For strict compliance and immediate action.