



Republic of the Philippines
Department of Education
REGION I



JAN 19 2024


REGIONAL MEMORANDUM

No. 0076 s. 2024

LIST OF FOCAL PERSONS FOR THE HAULING OF SCHOOL FURNITURE

To: Schools Division Superintendents

- In relation to DepEd Memorandum OUPS No. 2024-01-00169 re: Hauling of School Furniture stored at Supplier's Warehouses, this Office requests the Schools Division Offices (SDOs) to send to the Regional Office the names of the focal persons who will get the School Furniture stored at Supplier's Warehouses. The names of the focal persons will be forwarded to the suppliers for their information.
- Attached is the template to be used by each SDOs. It is further requested that the focal persons should include the end-user/ program owner (SDO Engineers) to facilitate better the checking and verification of the items to be hauled at the warehouses. The template should be submitted on or before January 24, 2024, at the email address ams.region1@deped.gov.ph.
- Immediate dissemination and compliance with this memorandum is desired.


TOLENTINO G. AQUINO
Director IV

Encl.: As Stated

Reference: DepEd Memorandum OUPS No. 2024-01-00169

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL FURNITURE

AD-AMS/rrnb/RM_SchoolFurnitureFocalPersons
January 17, 2024

Asset 



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DepEd R01

AMS231157



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ANNEX A: FOCAL PERSON TEMPLATE

NAME	DESIGNATION / POSITION	OFFICE