



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 162, s. 2025

SUBMISSION OF INVENTORY LIST OF HAULED ITEMS AT THE WAREHOUSE OF SUPPLIERS OF SCHOOL FURNITURE

To: Schools Division Superintendents
 Schools Division Office Supply Officers

1. The Administrative Service-Asset Management Division (AS-AMD) of the DepEd Central Office has sent an e-mail requesting the submission of the inventory list of all the hauled School Furniture items from the various suppliers' warehouses. This list will be the basis for the preparation of the Inventory Transfer Report (ITR) by the AMD.
2. In connection with this, the report being requested by the AMD will be consolidated at the DeEd- Regional Office, through the Administrative Division- Asset Management Section (AD-AMS). The template to be used is attached in Annex A.
3. The report is requested to be submitted on or before February 5, 2025 for consolidation and submission to the DepEd- Central Office. The report will be submitted at the email address ams.region1@deped.gov.ph.
4. Immediate dissemination and compliance to this memorandum is desired.

TOLENTINO G. AQUINO
 Director IV

AD-AMS/rrnb/RM_HAULEDITEMS
 January 31, 2025



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Annex A: Template

Inventory List of Hauled Items

Schools Division Office: _____

NAME OF SUPPLIER	QUANTITY	ITEM HAULED (I.E. ELEM INDIVIDUAL LEARNER'S TABLE & CHAIR SET)	REMARKS

Prepared by:

Administrative Officer IV- Property and Supply