



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 6, 2020

OFFICE MEMORANDUM

No. **115**, s. 2020

To: Schools Division Superintendents
Divisions of Baybay City, Borongan City,
Maasin City, Samar, Calbayog City,
Tacloban City and Catbalogan City
All Others Concerned

**CEREMONIAL TURN-OVER OF PASSENGER VANS FOR REGIONAL AND
DIVISION OFFICES (Batch 1)**

1. Attached are Memorandum OUA Memo 03-0320-0700 dated 24 February 2020 and its addendum on 05 March 2020 from the Office of Undersecretary for Administration **Hon. Alain Del B. Pascua** relative to the **Ceremonial Turn-Over of Passenger Vans for Regional and Division Offices on March 17, 2020 at DepEd Complex, Meralco Ave., Pasig City**
2. Specified in the attached Memorandum are the required participants. Per diem, travel and other related expenses are chargeable against local funds subject to the usual accounting and auditing rules.
3. All concerned Division Supply Officers are directed to closely coordinate with Ms. Elizabeth E. Caboboy, Designated Supply Officer of this Office, regarding this activity.
4. For information and guidance of all concerned.

RAMIR B. UYTICO EdD, CESO IV
Director IV

AD-AMS-EEC



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OUA MEMO 03-0320-0700
MEMORANDUM
 24 February 2020

For: **Regional Directors**
Concerned Schools Division Superintendent
Regional and Division Supply Officers
Regional and Division DepED Drivers
All Other concerned

Subject: **CEREMONIAL TURN-OVER OF PASSENGER VANS FOR REGIONAL AND DIVISION OFFICES (Batch 1)**

The Office of the Undersecretary for Administration (OUA) together with the Asset Management Division-Administrative Service (AMD-AS) will conduct a Ceremonial Turn-Over of the Passenger Vans for the Regional and Division Offices on **17 March 2020** at DepEd Complex from 11:00 a.m. to 2:00 p.m.

The event will be participated by the following:

- 1) Regional Directors (RDs)
- 2) Schools Division Superintendents (SDS)
- 3) Regional/Division Supply Officers (for signing of PTR)
- 4) DepEd Regional and Division Drivers

Please be informed that all expenses incurred by the participants (e.g. board and lodging, and shipping of passenger vans) shall be charged to their local funds subject to the standard government accounting and auditing rules and regulations. **Those who fail to claim during the Turn-Over shall forfeit their Service Vehicles.**

Please find attached the distribution list of the passenger vans and the program of activities.

Thank you.


ALAIN DEL B. PASCUA
 Undersecretary



Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]
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4 of 5 (2)	
La Carlota City	1
Kabankalan City	1
REGION VII (9)	
Bais City	1
Guihulngan City	1
Naga City (R7)	1
Tagbilaran City	1
Bayawan City	1
Toledo City	1
Carcar City	1
Danao City	1
Bogo City	1
REGION VIII (7)	
Baybay City	1
Borongan City	1
Maasin City	1
Samar (Western)	1
Calbayog City	1
Tacloban City	1
Catbalogan City	1
REGION IX (2)	
Dapitan City	1
Pagadian City	1



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OUA MEMO
MEMORANDUM
05 March 2020

For: **Regional Directors**
Schools Division Superintendent
Regional and Division Supply Officers
Regional and Division DepEd Drivers
All Other concerned

Subject: **ADDENDUM ON CEREMONIAL TURNOVER OF PASSENGER VANS (Batch 1)**

This seeks to provide clarifications regarding OUA Memorandum 03-0320-0700 on the Ceremonial Turnover of Passenger Vans (Batch 1)

1. Attendees for the Turnover on 17 March 2020 are limited to recipient Regional and Division Offices for Batch 1 as indicated in the attached list.
2. While all Batch 1 recipients are required to attend the turnover ceremony, they will have the option to claim them on the 17th, or claim them before or during the Palarong Pambansa.

Regional Offices must coordinate with OUA at (02) 8637-6207 to confirm their preferred pick-up date on or before 09 March 2020.

3. A separate Memorandum will be issued to announce the recipients and schedule of the turnover for the 2nd Batch of Passenger Vans.

Recipients are again reminded that attendance is required and those absent will forfeit their passenger vans.

For reference and dissemination.

ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

*Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support
Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)*

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