



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

May 3, 2023

**REGIONAL MEMORANDUM**

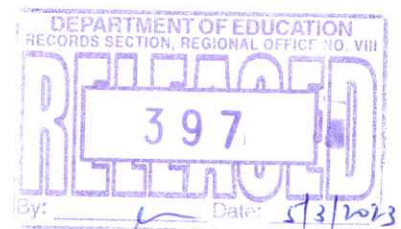
No. **397**, s. 2023

**INVENTORY OF SCHOOL EQUIPMENT RECEIVED BY SCHOOLS WHICH WAS DIRECTLY DELIVERED BY SUPPLIERS/FORWARDERS FOR 2020-2022**

To: Schools Division Superintendents  
Division Supply Officers

1. Attached is OASOPS No. 2023-067 Memorandum dated April 26, 2023 issued by the Office of the Assistant Secretary for Operations, DepEd Central Office, relative to the submission of complete inventory of school equipment received by the schools which was directly delivered by suppliers/forwarders for 2020-2022. The complete inventory must be submitted to the Regional Office for consolidation on or before May 8, 2023.
2. Immediate dissemination of and compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director



Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

AD-AMS -MLFP



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Effectivity	February 23, 2023	Page	1 of 1



Republic of the Philippines  
**Department of Education**  
**OPERATIONS**

OASOPS No. 2023-067

**MEMORANDUM**

TO : **ALL REGIONAL DIRECTORS**

FROM : *[Signature]*  
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

*[Signature]*  
**FRANCIS CESAR B. BRINGAS**  
*Assistant Secretary for Operations*

SUBJECT : **Inventory of School Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020-2022**

DATE : **April 26, 2023**

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In view of the upcoming delivery of school equipment from the warehouses, all Regional Offices are requested to submit a complete inventory of school equipment received by schools which was directly delivered by suppliers/forwarders for 2020-2022.

In this regard, this Office requests the submission of the aforementioned data in MS Excel (.xlsx) format using the **provided template, which may be downloaded via this link: [tinyurl.com/46pvz8](https://tinyurl.com/46pvz8)**. Further, submissions must be sent to the Office of the Assistant Secretary for Operations at [asec.ops@deped.gov.ph](mailto:asec.ops@deped.gov.ph) **on or before May 12, 2023 (FRIDAY), 5:00 PM**. All submissions must be **consolidated at the regional level, verified, and signed by the Regional Director**.

For inquiries, please contact Mr. Aster Mostrales at [aster.mostrales@deped.gov.ph](mailto:aster.mostrales@deped.gov.ph) or the Office of the Assistant Secretary for Operations via telephone number (02) 8633-5344.

For strict compliance and immediate action.

Thank you very much.

