



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

July 7, 2023

REGIONAL MEMORANDUM
No. **716** s. 2023

**SUBMISSION OF ACCOUNTABLE FORMS ON THE DELIVERED
MODULES FOR QUARTERS 1-4 AND CONFERENCE OF
SUPPLY OFFICERS**

To: Schools Division Superintendents
Regional and Division Supply Officers
All Others Concerned

1. This Office, through the Administrative Division -Asset Management Section, announces the submission of all accountable forms such as Property Transfer Report (PTR), Requisition and Issuance Slip (RIS), Inspection and Acceptance Report (IAR) and Distribution List of the delivered Modules for Quarters 1-4 **on or before July 11, 2023** to the Regional Supply Officer.
2. The Division and Regional Supply Officers shall have a conference on July 11-12, 2023 at the Office of the Regional Supply Officer to discuss matters relative to the allocation of DCP Package, TVL, SME and textbooks that were stored at the Calbayog City warehouse.
3. Transportation and other incidental expenses of the participants shall be charged against their respective local fund/MOOE subject to the usual government accounting rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Reference: None
Enclosure: None

To be indicated in the perpetual index under the following subject:

SUPPLY OFFICERS

AD-AMS-MLFP



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