




MEMORANDUM

TO : Asst. Schools Division Superintendent
OIC – Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary, Secondary, Senior High School Heads
Elementary, Junior & Senior High School ICT Coordinators

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
City Schools Division Superintendent

SUBJECT : **MEETING OF ALL SCHOOL ICT COORDINATORS**

DATE : November 16, 2018

In compliance with **DepEd Memorandum No. 42 s. 2018** dated September 21, 2018 on the "Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets" to ensure effective, transparent, efficient and standard implementation of processes and procedures on delivery, inspection, acceptance and recording for all deliveries of formed assets and to facilitate monitoring and reconciliation of deliveries of equipment procured by DepEd CO under DCP, please accomplish ANNEX A (List of Received Equipment under DCP).

In line with this, a meeting is set at **Bagong Nayon II Elementary School** on **Tuesday, November 20, 2018** at **3:00** o'clock in the afternoon.

The agenda of this meeting are:

- Inventory and Monitoring of all DCP equipment
- Other related matters

Participants to this meeting are all **School ICT Coordinators** of Elementary, Junior & Senior High Schools and are required to bring the following (all batches):

- Delivery Receipt
- Inspection and Acceptance Report
- Training Checklist
- Property Transfer Report
- Supplier Delivery Receipt

A registration fee of P100.00 shall be charged to each participant to defray expenses for snack and transportation allowance of each participant to be taken from school/local funds subject to usual auditing and accounting rules and procedures.

Immediate and wide dissemination of this Memorandum is desired.

UM-~~310~~ S, 2018
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