



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF TAGBILARAN CITY  
City of Tagbilaran



January 23, 2017

DIVISION MEMORANDUM  
NO. 031, s. 2016

**DISTRIBUTION OF MEMORANDUM**

TO: All Division Chiefs, Education Program Supervisors  
Public Schools District Supervisor  
Public Elementary and Secondary School Principals  
All Other Concerned

1. Pursuant to Office of the Undersecretary for Administration (OUA) of DepEd Advisory duly supported by Regional Memorandum No. 0023, s. 2017 dated January 17, 2017 entitled "**Distribution of Memorandum**" re: Letters from Congress, Local Government Units, Schools, Non-Government Organizations, Offices and Other Sources Requesting for School Buildings, Classrooms, Repairs, Computers, Equipment, Vehicles, etc. , copies sent to higher Office and duly received by the Department of Education through its various Officials, Offices and instrumentalities from June 30 up to December 31, 2016 for consolidation and documentation be taken into consideration.
2. In this connection, such communication/request must be submitted with enough copies duly received for file.
3. Immediate dissemination is highly desired.

*for: [Signature]*  
**VIRGINIA C. ZAPANTA, Ed.D. , CESO V**  
Schools Division Superintendent *[Signature]*



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City




**REGIONAL MEMORANDUM**  
No. **0023**, s. 2017

**JAN 17 2017**

**Distribution of Memorandum**

**TO: All Schools Division Superintendents/OICs**  
**All Others Concerned**

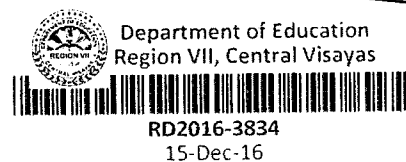
1. For the information and guidance of all concerned, enclosed is DepEd Advisory regarding the Distribution of Memorandum to all concerned Schools Division Superintendents.
2. Attention is invited to paragraph 1 of the said advisory, relative to the distribution of copies of memoranda on the letters from Congress, LGUs, schools, NGOs, offices, etc. requesting for school buildings, classrooms, repairs, computer equipment, vehicles, etc. to all concerned Schools Division Superintendents.
3. Immediate dissemination of this Memorandum is enjoined.

  
**JULIET A. JERUTA**  
Director III  
OIC-Regional Director

RD  
ARV

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”*



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

December 8, 2016

**ADVISORY**

FOR: REGIONAL DIRECTORS

RE: Distribution of Memorandum

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The office of the Undersecretary for Administration would like to request the Regional Directors to distribute the copies of the memorandum regarding the letters from Congress, LGUs, Schools, NGOs, Offices, etc. requesting for school buildings, classrooms, repairs, computer equipment, vehicles, etc. to all concerned Schools Division Superintendents and that the School Division Superintendents will be the ones to promulgate the memorandum to all concerned Principals as soon as possible.

Thank you.

  
**Cristy Guanzon**  
Senior Administrative Assistant V

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**Office of the Undersecretary for Administration**  
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management,  
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**FOR: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PRINCIPALS**

**FROM: ALAIN DEL B. PASCUA**  
Undersecretary for Administration

**SUBJECT: LETTERS FROM CONGRESS, LGUS, SCHOOLS, NGOS,  
OFFICES, ETC. REQUESTING FOR SCHOOL  
BUILDINGS, CLASSROOMS, REPAIRS, COMPUTER  
EQUIPMENT, VEHICLES, ETC.**

**DATE:** December 7, 2016

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The Office of the Undersecretary for Administration (OUA) will be compiling all letters from Congress, LGUs, Schools, NGOs, Offices, etc. requesting for school buildings, classrooms, repairs, computer equipment, vehicles, etc. that have been received by the Department of Education through its various officials, offices and instrumentalities from June 30 up to December 31, 2016 for consolidation and documentation.

As such, may we request for available copies of these letters that have been received by your office and still in your files or custody, whether the same have already been routed and/or submitted to the OSEC, OUA and/or other offices, in order not to miss any letter that might have slipped our attention. May we request for the copies by December 20 please.

It is the intention of OUA to come up with a consolidated listing of all requests from June 30 to December 31, 2016 to ensure that such requests have been acted upon and included in our validation process.

For your appropriate and immediate action.

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**Office of the Undersecretary for Administration**

( Administration, Information and Communication Technology, Disaster Risk Reduction and Management,  
Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities / School Buildings )  
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