



Republic of the Philippines  
**Department of Education**  
Central Visayas, Region VII  
Province of Bohol  
**DIVISION OF CITY SCHOOLS**  
Tagbilaran City



May 8, 2017

**DIVISION MEMORANDUM**

No. 271, 2017

**DETERMINATION OF EQUIPMENTS NEEDED BY ELEMENTARY SCHOOLS**

To: PUBLIC ELEMENTARY SCHOOL HEADS  
SCHOOL PROPERTY CUSTODIANS  
ALL CONCERNED

1. To increase the resources available to schools and promote more efficient operations and desired learning outcomes among students, all Public Elementary School Heads are required to identify the items (including the quantities) which they were not able to purchase or procure previously due to lack of capital outlay. The following are the objects which may be considered for listing:
  - a. Furniture and Fixtures – furniture and fixtures except for school seats and teachers' tables and chairs
  - b. Office Equipment – photo copying machines, risographs or television sets for instructional use, among others
  - c. ICT Equipment – laptops, printers, LCD projectors for administrative use, among others.
2. Infrastructure – related activities such as construction, repair, fencing, electrification of buildings, land improvement, or installation of drainage/water system shall not be included in the list.
3. The list shall be submitted to Tagbilaran City Schools Division (School Governance Operations Division – SGOD) on or before May 11, 2017.
4. Immediate dissemination of and strict compliance to this Memorandum is desired.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V.**  
Schools Division Superintendent *Imeneu*