



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



March 06, 2020

DIVISION MEMORANDUM
No. 194, s. 2019

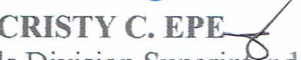
CEREMONIAL TURN-OVER OF PASSENGER VANS FOR REGIONAL AND DIVISION
OFFICES (Batch 1)

To : MARCELINO E. RANOLLO, JR.
Division Supply Officer

JOEL E. ESTOMO
Administrative Assistant –II


DOMINADOR O. ESPACIO
Administrative Aid – IV (Driver)

1. In pursuance to DepEd – OUA Memorandum 03-0320-0700, dated February 24, 2020, entitled” CEREMONIAL TURN –OVER OF PASSENGER VANS FOR REGIONAL AND DIVISION OFFICES (Batch 1)informing our Office to claim service vehicle during the Turn –over Ceremony and as such failure to do so will mean forfeiture of item.
2. In this connection, you are hereby delegated to attend the said Ceremony and officially claim the vehicle unit for our Office and transport the same to our end.
3. Travelling and other expenses to be incurred shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance with this memorandum is desired.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division Office, Digos City

RECORDS SECTION

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RECEIVED
DATE: MAR 10 2020 TIME: 4:22 PM
BY: 

Encls memo
References: oua

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

Asset Management Unit (Supply) Memo
CEREMONIAL TURN –OVER OF PASSENGER VANS FOR REGIONAL AND DIVISION OFFICES

03-06-2020