



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



July 6, 2020

DIVISION MEMORANDUM
No. 325, s. 2019

SCHEDULED PICK –UP OF PASSENGER VANS

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


DOMINADOR O. ESPACIO
Administrative Aid – IV (Driver)

1. In pursuance to DepEd – OUA Memorandum 00-0720-0001, dated June 30, 2020, entitled” SCHEDULED PICK –UP OF PASSENGER VANS”, recipient Division Offices are given fifteen calendar days (15) upon receipt of the memorandum to pick – up the allotted van. Unclaimed vans will reassigned to other offices.
2. In this connection, you are hereby directed to pick – up the vehicle unit 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 of Digos City
RECORDS SECTION

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DATE: JUL 06 2020 TIME: 5:34 PM
BY: 

Encs memo
References: oua

To be indicated in the Perpetual Index under the following subjects :
Asset Management Unit (Supply) Memo
SCHEDULED PICK –UP OF PASSENGERS VANS

07-06-2020



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0720-0001
MEMORANDUM
30 June 2020

For: Regional Directors
(V, VI, VII, VIII, X, XI, XII and CARAGA)

Schools Division Superintendents

Ilagan City,	Guihulungan City,	Samar (West),	Digos City,
Batanes,	Naga City (RVII),	Calbayog City,	Panabo City,
Santiago,	Tagbilaran City,	Tacloban City,	Island Garden
Palawan,	Bayawan City,	Catbalogan City,	City of Samal,
Legaspi City,	Toledo City,	Dapitan City,	Kidapawan City,
Ligao City,	Carcar City,	Tangub City,	Koronadal City,
Naga City,	Danao City,	El Salvador City,	Cotabato City,
Tabaco City,	Bogo City,	Iligan City,	Cabadbaran City,
La Carlota City,	Baybay City,	Lanao Norte,	Surigao City,
Kabankalan City,	Borongon City,	Oroquieta City,	Tandag City,
Bais City,	Maasin City,	Valencia City,	Agusan del Norte,
			Bayugan City

Subject: SCHEDULED PICK-UP OF PASSENGER VANS

Please be informed that you are given fifteen calendar days (15) upon receipt of this memorandum to pick-up the allotted van. Unclaimed vans will be reassigned to other offices.

Please ensure that the personnel that will get the van have their authorization to pick-up and signs the Property Transfer Report (PTR). Required Travel Pass may be requested from the Office of Undersecretary for Administration (OUA).

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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