



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

---

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 021 s. 2023

To : Division Acting Supply Officer  
Division Inspectorate Team  
Elementary and Secondary School Heads  
Elementary and Secondary Schools Supply Officers or Property Custodian  
Schools Inspectorate Team

Subject : **IMPLEMENTATION OF CONSOLIDATION AND MAINTENANCE OF DATABASE ON THE UPDATED CONTACT INFORMATION OF REGIONAL OFFICES, SCHOOLS DIVISION OFFICES, AND SCHOOLS**

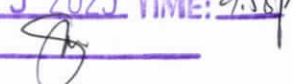
Date : January 13, 2023

---

1. This has reference to the Memorandum OUA-OUT-110422-006 dated November 4, 2022, or the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools.**
2. In view hereof, all concerned are hereby directed, on an annual basis or as often as necessary to update the database with the latest contact information of the regional, **division, and school officials and personnel**, to wit:  
  
**Schools Division Office** – Schools Division Superintendent, Division Supply Officer, and Inspectorate Team  
**Public Schools** – School Head, School Supply Officer or School Property Custodian, and Inspectorate Team
3. The SDO and schools shall access the link provided in the hereto basic communication, **not later than the last week of February of every year.**
4. For information and strict compliance.

  
**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

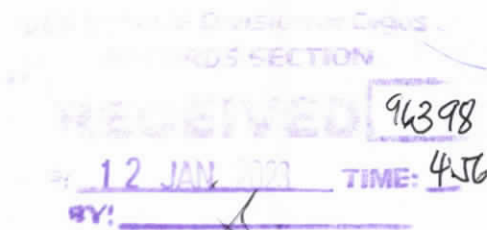
**RELEASED**  
22-96398  
DATE: JAN 13 2023 TIME: 3:58 PM  
BY: 



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-110422-006



**MEMORANDUM**

04 November 2022

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHER CONCERNED**

FROM :  **KRISTIAN R. ABLAN**  
Undersecretary for Administration



SUBJECT : **IMPLEMENTATION OF CONSOLIDATION AND  
MAINTENANCE OF DATABASE ON THE UPDATED  
CONTACT INFORMATION OF REGIONAL OFFICES,  
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

The Department of Education (DepEd) Central Office issues the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Division Offices and Schools** to facilitate the dissemination of allocation lists and technical specifications of the Central Office procured goods for delivery to schools, schools division offices or regional offices, contract implementation monitoring, feedback mechanism, and other procurement-related concerns and communications

In view of this concern, the Regional Offices (for regional office data), and Schools Division Offices (for schools division office and public schools' data) are hereby directed to feed herein, on an annual basis or as often as necessary, the database with the latest contact information of the regional, division, and school officials and personnel, particularly:

- 1) Regional Office - Regional Director, Regional Supply Officer, and Inspectorate Team
- 2) Schools Division Office - Schools Division Superintendent, Division Supply Officer, and Inspectorate Team
- 3) Public Schools - School Head, School Supply Officer or School Property Custodian, and Inspectorate Team

**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: usecforadministration@deped.gov.ph

The Regional Offices and the Division Offices shall access the link indicated below to update the necessary required working contact information **not later than last week of February of every year.**

- a. For Regional Offices: <https://tinyurl.com/DepEdRegionalDatabase>
- b. For Division Offices: <https://tinyurl.com/DepEdDivisionDatabase>
- c. For Public Schools: <https://tinyurl.com/DepEdSchoolDatabase>

This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.

For more information and/or concerns, please contact the Procurement Management Service - Contract Management Division through email address [procms.cmd@deped.gov.ph](mailto:procms.cmd@deped.gov.ph) or at telephone number (02) 8635-3762.

For your information and compliance.

Thank you.