



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JULY 07, 2026

DIVISION MEMORANDUM
SGOD-2026-422

TO : Division Engineer
Division Supply Officer
School Heads of Identified Recipient Schools:
Necencio A. Isidro Elementary School
Arcaflor Maniapao Elementary School
Colorado Elementary School
Domingo V. Abawag Elementary School
Cogon Elementary School

**SUBJECT: SUPPLY AND DOOR-TO-DOOR DELIVERY OF SCHOOL FURNITURE
UNDER THE BASIC EDUCATION FACILITIES FUND (BEFF) FOR CY 2024,
CY 2024 SAVINGS**

This Office hereby directs all concerned School Heads to take the necessary preparations and actions relative to the delivery of school furniture allocations.

The **itemized list of recipient schools** in this Division, including the corresponding quantities of learner's tables and chairs as well as teacher's tables and chairs for **CY 2024, CY 2024 Savings**, is **attached in this Memorandum for reference and guidance**.

All School Heads whose schools are included in the attached list are hereby instructed to:

1. Ensure Readiness for Delivery

- Be available during official working hours to receive deliveries.
- Organize the School Inspection Team and ensure the presence of the Property Custodian during delivery.

2. Observe Delivery Conditions

- Delivery shall be door-to-door and items must be fully assembled and ready for use.

3. Check Required Documents

The supplier must provide the following documents upon delivery:

- Inspection and Acceptance Report (IAR)
- Delivery Receipt (DR)
- Inventory Transfer Receipt (ITR)





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4. Conduct Inspection and Verification

- The School Inspection Team shall inspect all delivered items to ensure compliance with specifications.
- Verify that the quantities reflected in the IAR, DR, and ITR are consistent and accurate.
- Do not accept deliveries of furniture that are not fully assembled or those with visible major damage/defects. Any such issues shall be properly documented and immediately reported to the Property and Supply Unit - Schools Division Office for appropriate action.

5. Secure Signed Copies

- Ensure that signed copies of the IAR, DR, and ITR are received before the supplier leaves the school premises.

6. Submission of Delivery Report

- The School Property Custodian shall prepare the Delivery Report for submission to the Schools Division Office with attached copies of the IAR, DR, and ITR for booking-up purposes.
- The Delivery Report with complete attachments shall be submitted to the Property and Supply Unit of the SDO, with furnished copies to the Division Engineer for proper recording, validation, and monitoring.

Immediate dissemination of and strict compliance with this Memorandum are directed.

For and in the absence of the
Schools Division Superintendent

PETER-JASON C. SENARILLOS
SEPS – SGOD
Officer-In-Charge

Enclosed: as stated
References: as stated
SGOD/jsv

Schools Division Office - Digos City

RECORDS SECTION

RELEASED

DATE: 07 JUL 2026 TIME: 4:20pm

BY: _____



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
CY 2024 BASIC EDUCATIONAL FACILITIES FUND
PROVISION OF SCHOOL FURNITURE

Region	Division	School ID	School Name	Municipality	No. of Sites	Individual Learner Table & Chair Set	Teacher's Table & Chair Set	Implementing Unit	Legend	Status	Name of Supplier
Region XI	Digos City	129778	Necencio A. Isidro ES	CITY OF DIGOS (Capital)	1	270	6	Central Office Implementation	2024 Repeat Order	For Delivery	Hauwei Builders & Development Corporation
Region XI	Digos City	129746	Arcaflor Maniapao E/S	CITY OF DIGOS (Capital)	1	180	4	Central Office Implementation	2024 Savings	For Delivery	Triple Tandem Industry, Inc.
Region XI	Digos City	129748	Colorado ES	CITY OF DIGOS (Capital)	1	180	4	Central Office Implementation	2024 Savings	For Delivery	Triple Tandem Industry, Inc.
Region XI	Digos City	129751	Domingo Abawag ES (Tiguman)	CITY OF DIGOS (Capital)	1	225	5	Central Office Implementation	2024 Savings	For Delivery	Triple Tandem Industry, Inc.
Region XI	Digos City	129764	Cogon ES	CITY OF DIGOS (Capital)	1	225	5	Central Office Implementation	2024 Savings	For Delivery	Triple Tandem Industry, Inc.