



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

01 SEP 2022

DIVISION MEMORANDUM
No. 547 s. 2022

**SUBMISSION OF SCHOOL REPORT ON FURNITURE DESTROYED BY
TERMITES**

To: Heads, Public Elementary and Secondary Schools
School Property Custodians
All Others Concerned

1. In compliance with Regional Memorandum Nos. 544 s. 2022, Submission of Consolidated Report of School Furniture Destroyed by Termites, this office, through the Property and Supply Unit, requests the submission of the report on the identified properties.
2. All schools, thru their property custodians are requested to accomplish the report using the provided excel file in the google drive link <https://bit.ly/3B2vwGt> **on or before 12:00nn of September 2, 2022.**
3. Submission of the soft copy of the file shall be uploaded to the folder included in the link. For copy furnish of the submitted report, please email the duly signed and accomplished copy to supply@depedtayabas.com. Attached here is the copy of the said memo for your reference.
4. Immediate dissemination and compliance with this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

Reference:
RM Nos.22-544

To be indicated in the Perpetual Index under the following subjects:
School Report
Property



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



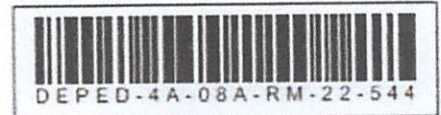
tayabas.city@deped.gov.ph



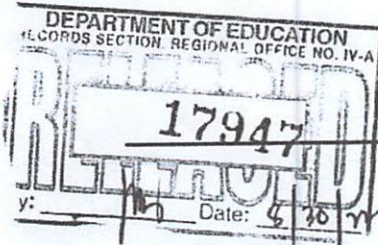
<https://depedtayabas.com/>



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



30 August 2022




Regional Memorandum

**SUBMISSION OF CONSOLIDATED REPORT OF SCHOOL
FURNITURE DESTROYED BY TERMITES**

To **Schools Division Superintendents**

1. This Office, through the Administrative Services Division – Asset Management Section, requests the submission of consolidated report of school furniture destroyed by termites.
2. All Schools Division Offices are requested to submit the consolidated report using the attached Enclosure 1 template and shall be uploaded using the google drive link <https://bit.ly/FurnitureDestroyedbyTermites> on or before September 2, 2022.
3. For further concerns, you may contact Asset Management Section through **Ms. Eldine V. Palermo** at asset.calabarzon@deped.gov.ph
4. Immediate dissemination of and compliance with this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary
Officer-in-Charge, Office of the
Regional Director

ams/evp



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Enclosure 1

**CONSOLIDATED REPORT OF SCHOOL FURNITURE
DESTROYED BY TERMITES**

Schools Division Office:

School ID	Name of School	Quantity	Type of School Furniture	Remarks

Prepared by:

Supply Officer

(Signature over printed name)

Approved by:

Schools Division Superintendent

(Signature over printed name)