



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

QUEZON
 DEPED - QUEZON
 ICT UNIT
UPLOADED
 Date/Time: JAN 21 2022
 By: edgell v. 05 PM
 Ref. no: DM 040, s. 2022

18 January 2022

DIVISION MEMORANDUM
 DM No. 040, s. 2022

**DISTRIBUTION OF VARIOUS SUPPLIES, FURNITURE AND EQUIPMENT FOR
 PUBLIC SCHOOLS DISTRICT SUPERVISORS**

To: OIC- Assistant Schools Division Superintendents
 Public Schools District Supervisors

1. This Office through the Supply Section will deliver the supplies, furniture and equipment of Public Schools District Supervisors of DepEd Quezon to designated drop-off points starting January 24, 2022.
2. Attached is a copy of the Inventory Custodian Slip for the list of supplies.
3. Listed below are the drop-off points.

1 st DISTRICT	DROP-OFF POINT
Infanta District General Nakar 1 and 2 Real District Panukulan District Polillo District Burdeos District Patnanungan District Jomalig District	Pick-up from Real CES Sub Office

2 nd DISTRICT	DROP-OFF POINT
Pagbilao 1 and 2 District Lucban District	Pick-up from Division Office, Talipan

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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Sampaloc District Mauban North and South Sariaya East and West Candelaria East and West Tiaong I and 2 Dolores District San Antonio	
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3 rd DISTRICT	DROP-OFF POINT
Padre Burgos Agdangan Unisan Pitogo Macalelon General Luna	Direct Delivery to District Offices
Catanauan 1 and 2 Districts Mulanay 1 and 2 San Francisco 1 and 2 San Narciso 1 and 2 San Andres District Buenavista 1 and 2	Pick-up from Catanauan CES Sub-Office

4 th DISTRICT	DROP-OFF POINT
Atimonan 1 and 2	Direct Delivery to Atimonan District Offices
Plaridel District	Direct Delivery to Plaridel District Office
Gumaca East and West Districts Calauag East and West Districts Lopez East and West Guinayangan North and South Tagkawayan 1 and 2	Pick-up from Gumaca NHS Sub Office

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Alabat District	
Quezon District	
Perez District	

3. Travel and incidental expenses from SDO to drop-off points shall be charged to division MOOE. The transportation from drop-off points to designated district offices shall be charged to CID Project SHINE funds subject to the usual accounting and auditing procedures.
4. Immediate dissemination of this Memorandum is highly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUPmcsr01/18/2022

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INVENTORY CUSTODIAN SLIP

Entity Name: **PSDS**
 Fund Cluster : **DO**

ICS No :

Quantity	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			
5	REAM			HARD COPY A4 SUB 20/70		
5	REAM			HARD COPY LONG SUB 20/70		
5	PACK			BOARD PAPER SUB 20/80		
1	BUNDLE			FOLDER LONG WHITE		
1	BUNDLE			FOLDER SHORT WHITE		
1	BUNDLE			BROWN ENVELOP SHORT		
1	BUNDLE			BROWN ENVELOP LONG		
1	ROLL			PLASTIC COVER		
1	PCS			RECORD BOOKS 500 LEAVES		
1	PCS			PILOT G TECH BLACK C-3		
1	BOX			PENCIL		
1	BOX			STAPLE WIRE NO 35		
1	BOX			FASTENER ASSORTED COLOR		
1	BOX			PAPER CLIP SMALL		
1	BOX			PAPER CLIP BIG		
1	PCS			MASKING TAPE 2 INC WIDTH		
1	PCS			SCOTCH TAPE 1 INC WIDTH		
1	PCS			DOUBLE SIDED TAPE 124 MMC 10MM		
1	BOX			RUBBER BOND		
1	PCS			GLUE 130 G		
1	PCS			HIGHLIGHTER		
1	BOX			MARKER BLACK BROAD		
1	BOTTLE			INK BROTHER BLACK BT 6000		
1	BOTTLE			INK BROTHER CYAN BT 5000		
1	BOTTLE			INK BROTHER MAGENTA BT 5000		
1	BOTTLE			INK BROTHER YELLOW BT 5000		
4	PCS			BATTERY AA SIZE		
4	PCS			BATTERY AAA SIZE		
1	PCS			STICKY NOTES		
1	PACK			DTR		

Received from:

GEORGE D. AGUILA
 Signature Over Printed Name
Supply Officer II
 Position/Office

Date

Received by:

 Signature Over Printed Name

 Position/Office

 Date

INVENTORY CUSTODIAN SLIP

Entity Name: PSDS
 Fund Cluster : DO

ICS No :

Quantity	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			
1	PCS			HAND SOAP		
1	BOTTLE			HAND SANITIZER 500 ML		
1	GALLON			ALCOHOL		
1	PCS			LYSOL		
1	PACK			TISSUE		
2	BOX			FACE MASK		
1	UNIT			PAPER SHREDDER		
1	PCS			VERTICAL STEEL CABINET W/4 DRAWERS HEAVY DUTY QUALITY		

Received from: <p style="text-align: center;"><u>GEORGE D. AGUILA</u> Signature Over Printed Name <u>Supply Officer II</u> Position/Office _____ Date</p>	Received by: <p style="text-align: center;">_____ Signature Over Printed Name _____ Position/Office _____ Date</p>
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