



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



07 June 2022

DIVISION MEMORANDUM

DM No. 458, s. 2022

**ADDENDUM ON DIVISION MEMORANDUM NO. 438 RE: DISTRIBUTION OF TABLETS
TO SENIOR HIGH SCHOOL LEARNERS FROM PROVINCIAL
GOVERNMENT OFFICE (SEF)**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Senior High School Principal
Senior High School ICT Coordinator and Property Custodian
All Others Concerned

1. In reference to **DM No.438, s. 2022** Re: Distribution of Tablets to Senior High School Learners from Provincial Government Office (SEF), this Office, through the Supply Section informs the adjustment in distribution of tablets.
2. ICT Coordinator and Property Custodian of the recipient schools are advised to formally receive the tablets at the **Training Center** of the Schools Division Office in Pagbilao, Quezon at **10:00 am on June 9, 2022**. Please contact Ms. Mace Rodriguez of Supply Section at her mobile no. 0938-4440330 for confirmation of attendance not later than 5:00pm today, June 7, 2022.
3. Supply Office will prepare the Inventory Custodian Slip and Invoice Receipt for Property and other necessary documents related to the distribution of portable tablets to recipients for proper inventory and recording.
4. Travel and incidental expenses shall be charged to School Maintenance and Other Operating Expenses (MOOE) or local funds subject to usual accounting and auditing procedure.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Immediate dissemination of and strict compliance to this Memorandum is highly desired.

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

SUPmcsr06/07/2022

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