



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

April 24, 2023

DIVISION MEMORANDUM

No. 0112, s. 2023

**COLLECTION OF SERIAL NUMBERS OF DISTRIBUTED
BAYANIHAN II FUNDED LAPTOPS IN THE SCHOOLS**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Unit/Office Heads
Public Schools District Supervisor
School Heads
All others concerned.

1. The Department of Education Central Office – Office of the Undersecretary for Administration issued on April 18, 2023, Memorandum OUA-OUT-041823-008 **Requesting Information on the Bayanihan II – Funded Laptops**, i.e., serial numbers name of recipient, and current location.
2. As such School and District Property Custodians or in their absence the School Heads are hereby directed to submit to the Division Property and Supply Officer – **Mr. ROMEO D. MIJARES**, as summary/list containing the above data for immediate consolidation, **on or before May 5, 2023**.
3. Should any school/district property custodian and/or recipient fail and/or refuse to comply, this Office will shall recall the laptops issued to retrieve the above-mentioned data (i.e., serial numbers, etc.) requested by DepEd Central Office.
4. For your information and strict compliance.


GAUDENCIO C. ALJIBE, JR. CESO VI
OIC-Schools Division Superintendent



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Republika ng Pilipinas
Kagawaran ng Edukasyon


Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-041823-008

MEMORANDUM

18 April 2023

FOR : **REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
REGIONAL SUPPLY OFFICERS
DIVISION SUPPLY OFFICERS
OTHERS CONCERNED**

FROM : 
KRISTIAN R. ABLAN
Undersecretary for Administration

SUBJECT : **Request for Information on the Bayanihan II-Funded Laptops**

In reference to the procurement of laptops by the Department of Education through the Procurement Service – Department of Budget and Management using the Bayanihan II Funds, this is to request for the **submission of the distribution list of laptops, including the serial numbers and names of recipients, and current location and inventory of laptops that are not yet distributed on or before Monday, 24 April 2023.**

The template for the requested information could be access through this link:
<https://bit.ly/templateBayahinanLaptopsRecipient>.

Kindly upload the excel file and the pdf copy with signature of the Supply Officer and Schools Division Superintendent or Regional Director
bit.ly/BayanihanLaptopsSerialNumber.

For your strict compliance.

Thank you.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
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Email: uasofadministration@deped.gov.ph