



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



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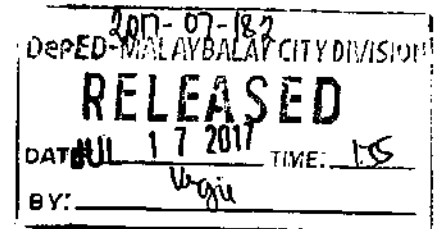
MEMORANDUM

TO: Elementary School Heads
Secondary School Heads (IU, Non- IU & Senior High Schools)

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: July 17, 2017

RE: Submission of Delivery Information Sheet of Science and
Mathematics Equipment for Elementary and Senior High Schools



1. Per email received from Adonis R. Barraquias, Chief Administrative Officer, CMD, Deped-Procurement Management Service dated June 13, 2017, all Property Custodians are directed to prepare Delivery Information Sheet. Forms are downloadable at www.depedmalaybalay.net. (Downloadables-Property & Supply Section -Custodianship Forms – Delivery Information Sheet).
2. Email the soft copy to procms.cmd@deped.gov.ph and property_supply@yahoo.com strictly in excel format only.
3. For compliance.

cc: Records
Property & Supply Unit

To be published in the Division Website.