

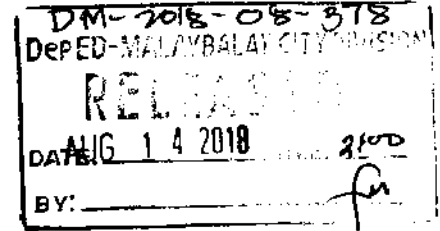


Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City



Telefax: (088)813 - 2894 or (088) 221 - 4597 email: depedmlyblycity@yahoo.com

DIVISION MEMORANDUM
NO. 378, S. 2018



TO : Elementary and Secondary School Heads
School Property Custodians

FROM: 
REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE : August 14, 2018

RE : **SUBMISSION OF DELIVERY INFORMATION SHEET (DIF) ON
SCHOOL FURNITURE FOR SENIOR, JUNIOR HIGH SCHOOLS
AND ELEMENTARY**

1. In view of the monitoring function of the Contract Management Division (CMD) of the Procurement Management Services, you are advised to submit Delivery Information Sheet (DIF) for school furniture from PWD Cooperatives and under BEFF CY 2017 School Furniture Program.
2. Forms can be downloaded from the Division Office Website under Property and Supply Section downloadables. Email your scanned accomplished DIF duly signed by the School Head to procms.cmd@deped.gov.ph or via facsimile at (02) 635-3762 on or before September 28, 2018 for school furniture under 10% allocation for PWD Cooperatives and December 21, 2018 for BEFF 2017.
3. Contact Ms. Cristel Joy Calder or Ms. Marnellie Isagon at (02) 635-3762 for queries.

Copy furnished:
Records Unit

To be posted in the Division Website



DepEd Malaybalay City <malaybalay.city@deped.gov.ph>

R10(Malaybalay) - DELIVERY INFORMATION FORM FOR THE FOLLOWING PROJECTS UNDER SCHOOL FURNITURE

1 message

Contract Management Division Procurement Management Service
<procms.cmd@deped.gov.ph>

Thu, Aug 9, 2018 at 8:49
AM

To: malaybalay.city@deped.gov.ph, Deped Malaybalay <depedmalaybalay@gmail.com>, PropertyandSupply Division of Malaybalay City <property_supply@yahoo.com>, razo_emelyn@yahoo.com

DR. EDILBERTO L. OPLENARIA, CESO V
OIC Superintendent
School Division of **Malaybalay City**
Region X

Subject : **DELIVERY INFORMATION FORM FOR THE FOLLOWING PROJECTS UNDER SCHOOL FURNITURE:**

- 1) **Supply and Delivery of School Furniture for Elementary and Secondary Schools Nationwide under the 10% Allocation for Cooperatives of Person with Disability (PWD) CY 2017";**
- 2) **Supply and Delivery of School Furniture for Elementary, Junior High and Senior High Schools under Basic Educational Facilities Fund (BEFF) CY 2017 School Furniture Program**

Dear **Dr. Oplenaria:**

Greetings!

In view of the monitoring function of the Contract Management Division (CMD), Procurement Management Services, a Delivery Information Form (DIF) is being issued to monitor the contract implementation of the CY 2017 "big ticket" projects, particularly for this quarter, the school furniture.

In February 2018, DepEd Central Office, thru the Education Facilities Division (EFD), entered into contracts for the following projects:

1. **Supply and Delivery of School Furniture for Elementary and Secondary Schools Nationwide under the 10% Allocation for Cooperatives of Person with Disability (PWD) CY 2017**
2. **Supply and Delivery of School Furniture for Elementary, Junior High and Senior High Schools under Basic Educational Facilities Fund (BEFF) CY 2017 School Furniture Program**

Based on the date of receipt of the Notice to Proceeds by the suppliers, the school furniture under the 10% allocation for PWD Cooperatives deliveries will be completed by December 5, 2018, while, the school furniture under BEFF deliveries will be completed by November 13, 2018.

In this connection, CMD would like to request your good Office's assistance to disseminate the hereto attached DIF (Annex 2) to the recipient schools (Annex 2) in your respective division. ~~Moreover,~~ CMD requests further to inform the recipient schools' Property Custodian/Supply Officer to accomplish and submit the scanned accomplished DIF, duly signed by the School Head/Principal, at CMD's official email address: procms.cmd@deped.gov.ph or via facsimile at (02) 635-3762 on or before the following deadlines:

REGION	DEADLINE	
	School Furniture Under the 10% allocation for PWD Cooperatives	School Furniture under BEFF
NCR	<i>Failed lot</i>	July 31, 2018
CAR	<i>Failed lot</i>	July 31, 2018
I	<i>Failed lot</i>	December 21, 2018
II	<i>Failed lot</i>	October 26, 2018
III	<i>Failed lot</i>	<i>Failed lot</i>
IV-A	<i>Failed lot</i>	October 26, 2018
IV-B	<i>Failed lot</i>	December 21, 2018
V	<i>Failed lot</i>	December 21, 2018
VI	<i>Failed lot</i>	December 21, 2018
VII	<i>Failed lot</i>	August 27, 2018
VIII	<i>Failed lot</i>	October 26, 2018
IX	December 21, 2018	October 26, 2018
X	September 28, 2018	December 21, 2018
XI	December 21, 2018	October 26, 2018
XII	December 21, 2018	October 26, 2018
Caraga	July 31, 2018	October 26, 2018

Please request the Schools' Property Custodian/Supply Officers to accomplish the form ~~thoroughly~~. For any query on the accomplishing the form, school Property Custodian/Supply Officer may call directly to our office and look for Ms. Cristel Joy Calder or Ms. Marnellie Isagon.

~~Compliance to this request will help prevent deliveries of school furniture's with sub-standard quality, short delivery, or ghost delivery. Further, the submission and feedback will become part of our records and reports to resolve issues on school furniture's distribution.~~

Thank you very much for your continuous support and cooperation.

Very truly yours,

ADONIS R. BARRAQUIAS
 Chief Administrative Officer
 Contract Management Division
 Procurement Management Services

Enclosure:

1. Two Delivery Information Forms (DIF for SF PWD and DIF for SF BEFF)
List of Recipient School per project

Contract Management Division
Procurement Management Services
Rm. 521 Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City
Email: procms.cmd@deped.gov.ph
FB: <https://www.facebook.com/deped.cmd.5>; Telefax No. (02) 635-3762

Note: Please acknowledge upon receipt of this email.

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2 attachments

 **Malaybalay City.zip**
74K

 **Malaybalay City_DIF SF BEFF.zip**
108K