



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



Corner Don Carlos and Guingona Sts., City of Malaybalay
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DIVISION MEMORANDUM
NO. 017, s. 2013

TO: Public Schools District Supervisors
Secondary School Principals
This Division

Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 01/16/13 Time: 04:55 PM
By: [Signature]

FROM: [Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent

RE: Submission of Updated List of School Inspectorate Team (SIT) members and
Authorized Receiving Personnel (ARP) as of January 15, 2013

DATE: January 16, 2013

1. Per letter dated January 15, 2013 from Socorro A. Pilor, Executive Director, Instructional Materials Council Secretariat, Department of Education, all concerned are hereby informed that the Department of Education will deliver some 43 million various instructional materials to school districts and high schools nationwide. These are Activity Sheets, Manipulative Toys, Story Books for Kindergarten, Learning Packages for Grade 1 and 7, Textbooks and Teacher's Manuals for English 4 to 6, English III & IV, Math III & IV and DepEd Developed Instructional Materials, among others.
2. In view thereof, all Schools District Supervisors and Secondary School Principals are required to submit the latest/updated composition of the School Inspectorate Team (SIT) and the Authorized Receiving Personnel (ARP) of districts and high schools in this Division.
3. These data will be used by the IMCS for the thorough monitoring, validation and verification of textbook deliveries implemented by DepEd contracted suppliers.
4. Kindly refer to the attached format and submit the same to this Office, Attention: Supply Officer, on or before January 28, 2013.

(School/District Letterhead)

MEMBERS OF THE SCHOOL INSPECTORATE TEAM (SIT)

NAME	POSITION/Official Designation	CONTACT NO.	SPECIMEN SIGNATURE

AUTHORIZED RECEIVING PERSONNEL (ARP)

NAME	POSITION/Official Designation	CONTACT NO.	SPECIMEN SIGNATURE
	Property Custodian		
	Designated Property Custodian		

Prepared by:

Attested by:

Signature over Printed Name
Designation: _____
Date: _____

Signature over Printed Name
Designation: _____



DEPARTMENT OF EDUCATION
INSTRUCTIONAL MATERIALS COUNCIL SECRETARIAT

5th Floor, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City

imcs@deped.gov.ph * depedimcs@gmail.com



January 15, 2013

Supt. Edilberto L. Oplenaria
 Schools Division Superintendent
 DepEd Division of Malaybalay City
 Malaybalay City

Dear **Supt. Oplenaria**:

This year, the Department of Education (DepEd) Central Office will deliver some 43 million various instructional materials to school districts and high schools nationwide. These are Activity Sheets, Manipulative Toys, and Story Books for kindergarten, Learning Packages for Grades 1 and 7, Textbooks (TXs) and Teacher's Manuals (TMs) for English 4 to 6, English III & IV, Science III & IV, and Math III & IV, and DepEd-Developed Instructional Materials among others.

The Office of the Secretary has tasked the Instructional Materials Council Secretariat (IMCS) to coordinate with DepEd field offices nationwide to ensure that the said instructional materials are delivered to recipients efficiently and without delay.

Relative thereto, we would like to request you to submit the latest/updated composition of the School Inspectorate Team (SIT) and the Authorized Receiving Personnel (ARPs) of districts and high schools in your division. These data will be used by the IMCS for the thorough monitoring, validation, and verification of textbook deliveries implemented by DepEd-contracted suppliers. The list must have the following information: 1) complete name, 2) designation, and 3) specimen signature as indicated in the attached sample form.

Please send the list to the address stated below on or before January 31, 2013.

Ms. Socorro A. Pilor
 Executive Director
 Instructional Materials Council Secretariat
 Second Floor, Dormitory G, Philsports Complex, Meralco Avenue, Pasig City

Attention: **Ms. Carolina T. Rivera**
 Chief, Procurement Monitoring Division

For any query or clarification, please contact the Procurement Monitoring Division at telephone numbers 631-4985 and 634-0901 or at mobile numbers 0928-696-0132 and 0927-793-7331, respectively.

Thank you for your continued support and assistance.

Very truly yours,

SOCORRO A. PILOR
 Executive Director

Attach.: as stated