



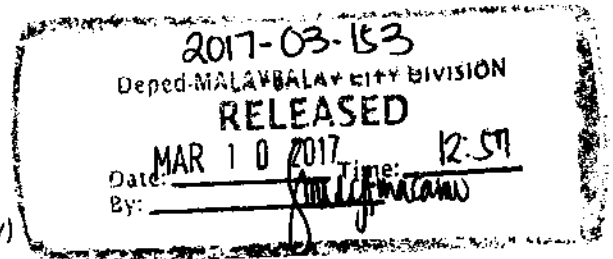
Department of Education  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Malaybalay City



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

**DIVISION MEMORANDUM**

No. 30 S. 2017



**TO :** Public Schools District Supervisors  
School Heads (Elementary/Secondary)

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

**DATE :** March 10, 2017

**RE :** **Submission of Delivery Information Sheet**

1. Pursuant to the herein letter dated March 9, 2017 from the Contract Management Division (CMD), Procurement Management Service of DepED Central Office, this Office has been informed that there are still public schools who have not submitted the Delivery Information Sheet through email to the CMD as of January 31, 2017. Hence, this Office hereby directs all School Heads on the submission of the Delivery Information Sheet using the attached template and send to [depedpscmd@gmail.com](mailto:depedpscmd@gmail.com) copy furnish this office through [property\\_supply@yahoo.com](mailto:property_supply@yahoo.com) on or before March 15, 2017.

2. Further, this Office instructs all School Heads to look into the enclosed list which provides information and guidance in complying the Delivery Information Sheet, such as:

- A. Schools with email address but delivery of email has failed
- B. Schools with no email address
- C. Schools with email address but with no reply yet

3. It is advised that the official school email address will be used in sending the afore-stated report.

4. For compliance.

Enclosure:  
As stated

Copy furnished:  
Records Unit  
Property Unit

TO BE POPSTED IN THE DIVISION WEBSITE.



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

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**Fwd: (R10 - Lanao del Norte) Follow Up on SME Delivery for Grades 1 to 3 & Grades 4 to 6 Public Elementary Schools**

1 message

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Contract Mangement Division Procurement Service <depedpscmt@gmail.com>  
To: malaybalay.city@deped.gov.ph, sye\_fm@yahoo.com

Thu, Mar 9, 2017 at 4:22 PM

**EDILBERTO L. OPLENARIA**

OIC School Division Superintendent

Division of Malaybalay City

Region X

Dear **Mr. Oplenaria**:

Cheers to you and to all the staff in your Division!

This has reference to the email of the Contract Management Division (CMD), Procurement Management Service, DepEd Central Office informing your division of the letter we sent to all public schools in your division thru an email in 2016.

The letter to the public school contains a delivery information sheet for the school to accomplish. This delivery information sheet's objective is to monitor the deliveries of Science and Math Equipment under the project "Mass Production and Supply and Delivery of Science and Mathematics Equipment for public schools in Grades 1 to 3 and Grades 4 to 6 of Bureau of Learning Resources (Cebu), formerly the National Science Teaching Instrumentation Center (NSTIC).

We wish to inform you that as of 31 January 2017, there are still some public schools in your division that have not yet submitted the accomplished forms nor acknowledged receiving the letter.

In this connection, CMD would like to request your kind assistance to coordinate with these public schools to facilitate the submission. Attached herewith are the list of public schools with no submission and the delivery information sheet to be accomplished, for your reference.

Thank you very much in anticipation your kind consideration.

Very truly yours,

**ADONIS R. BARRAQUIAS**

Chief Administrative Officer

**Contract Management Division**

**Procurement Management Services**

Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City


Email: depedpscmd@gmail.com / Telefax No. (02) 635-3762

**Note: Please acknowledge upon receipt of this email.**

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**2 attachments**

 **Region X, SME Kit for Grades 1 to 3 and 4 to 6.xlsx** ✓  
27K

 **Schools For Follow Up\_R10, Malaybalay City.docx** ✓  
25K

**LIST OF PUBLIC SCHOOLS FOR FOLLOW UP ON THE DELIVERY OF SME KITS**

Region:           X          

Division:           Malaybalay City          

**A. School with email address but delivery of email has failed: 11 schools**

	School ID	School Name
1	126558	Bangcud CES
2	126576	BCT ES
3	126560	Binalbagan ES
4	126577	Can-ayan IS
5	126579	Casisang CS
6	126580	Dalwangan ES
7	126541	Kulaman ES
8	126567	Magsaysay ES
9	126587	Manalog ES
10	126588	Natid-asan ES
11	126594	Tag-ilanao ES

**B. List of Schools with No email address: 36 school**

	School ID	School Name
1	126557	Aglayan ES
2	126574	Airport Village ES
3	126575	Baganao ES
4	126534	Bagong Silang ES
5	199510	Barangay 9 ES
6	126559	Bendolan ES
7	126537	Caburacanan ES
8	126578	Candiisan ES
9	126539	Dumayas ES
10	126581	Imbayao ES
11	126540	Indalasa ES
12	126584	Kibalabag ES
13	199518	Kibalabag ES
14	126542	Lalawan ES
15	126543	Langasihon ES
16	126545	Lunokan ES
17	126586	Malaybalay City CS
18	126546	Maligaya ES
19	126547	Managok CS
20	126569	Mapayag ES
21	126548	Mapulo ES
22	126549	Matangpatang ES
23	126550	Miglamin ES
24	199511	Paiwaig ES
25	126551	Panamucan ES
26	126590	Patpat ES
27	126591	San Jose ES
28	126571	San Martin ES
29	126572	San Roque ES
30	126552	Sawaga ES
31	126553	Silae ES
32	126592	Sta. Ana ES
33	126593	Sumpung Central School
34	126595	Tintinaan ES
35	259006	Tuburan ES
36	126556	Zamboanguita CS

**C. School with email address but with no response yet :16 schools**

	School ID	School Name
1	126536	Busdi IS
2	126561	Cabangahan ES
3	126562	Calawag ES
4	126563	Dapulan ES
5	126582	Kalasungay Central School
6	126583	Kapitan Angel ES
7	126585	Kilap-agan ES

**LIST OF PUBLIC SCHOOLS FOR FOLLOW UP ON THE DELIVERY OF SME KITS**

Region:

**X**

Division:

**Malaybalay City**

8	126564	Laguitas ES
9	126544	Linabo CS
10	126565	Mabuhay ES
11	126566	Macote ES
12	126568	Malaggap ES
13	126589	New Ilocos ES
14	126570	Padernal ES
15	126573	Simaya ES
16	126554	St. Peter ES

**Region X  
Delivery Information Sheet**

Mass Production, and Supply and Delivery of 49,623 Science and Mathematics Equipment for Grades 1 to 3 (Teacher's Kit) to 38,689 Public Elementary Schools

Name of School: \_\_\_\_\_  
School ID no: \_\_\_\_\_

Division: \_\_\_\_\_  
School Address: \_\_\_\_\_

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) <i>Use additional sheet if necessary</i>
3		<b>Storage Cabinets</b>							
	1	Storage Cabinet (for Science), steel	1	unit	Philab Industries, Inc.				
	2	Storage Cabinet (for Math), steel	1	unit	Philab Industries, Inc.				
11		<b>Science Equipment</b>							
	1	Double-pan Balance, 500-gram capacity	2	unit	Scientific Product Company				
	2	Connecting Wires with bulb & socket assembly							
	2.1	⌘ 250mm long Connecting Wire w/ crocodile clips	2	pc	Philab Industries, Inc.				
	2.2	⌘ Bulb and Socket assembly	1	set	Philab Industries, Inc.				
	3	Dry Cell Holder, 1 chamber, for size D dry cell	2	pc	Scientific Product Company				
		Toy Car, non-friction, non-battery	2	pc	Nikka Trading				
	5	Hand Magnifying Lens, 5x	2	pc	Eduresources Publishing, Inc.				

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) <i>Use additional sheet if necessary</i>
	6	Pair of Bar Magnets	2	pair	Philab Industries, Inc.				
		Weighing Scale, bathroom-type	1	unit	Nikka Trading				
	8	Beral Pipette, 5 mL	4	pc	Philab Industries, Inc.				
	9	Flashlight with Incandescent bulb	1	pc	Eduresources Publishing, Inc.				
13	Science Equipment Models								
	1	Human Ear Model	1	pc	Philab Industries, Inc.				
	2	Human Nose Model	1	pc	Philab Industries, Inc.				
	3	Model of Invertebrates	3	pc	Philab Industries, Inc.				
	4	Model of Vertebrates	3	pc	Eduresources Publishing, Inc.				
	5	Human Torso Model (miniature-type)	1	pc	Eduresources Publishing, Inc.				
16	Plastic Wares								
		Plastic Thermometer, Celsius Scale	1	pc	Nikka Trading				
		Set of Measuring Cups and Spoons	2	set	Nikka Trading				
		Plastic Ruler, 12 Inches or 30 cm	5	pc	Nikka Trading				
17	Mathematics Equipment								

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) Use additional sheet if necessary
		Digital Clock, tabletop	1	unit	Nikka Trading				
	2	Beads, Ø16mm	50	pc	Nikka Trading				
	3	Weighing Scale, analog, 5 kg. capacity	1	unit	Eduresources Publishing, Inc.				
	4	Weighing Scale, 1 kg. capacity	1	pc	Nikka Trading				
	5	Square Tiles, 10cm x 10cm, plastic	10	pc	Eduresources Publishing, Inc.				
	6	Square Tiles, 2.54 x 2.54cm, plastic	100	pc	Eduresources Publishing, Inc.				
	7	Pattern Blocks, 250 pcs/set	2	set	Eduresources Publishing, Inc.				
	8	Cuisenaire Rods/Number Sticks, 250 pcs/set	1	set	Eduresources Publishing, Inc.				
	9	Plastic Ruler, 12 Inches or 30 cm	5	pc	Eduresources Publishing, Inc.				
	10	Demonstration Clock	1	pc	Nikka Trading				
	11	Measuring Cup, 250 ml. capacity, w/ graduations	5	pc	Nikka Trading				
	12	Liter Volume Set	5	set	Nikka Trading				
	13	Double-pan Balance, 500-gram capacity	2	unit	Nikka Trading				
	14	Basic 3-Dimensional Models	1	set	Eduresources Publishing, Inc.				



PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) Use additional sheet if necessary
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**NOTE:** Deliveries of these items are expected until December 2016.

Accomplished by: \_\_\_\_\_ and/or \_\_\_\_\_ and/or \_\_\_\_\_  
 [Signature over Printed name] [Signature over Printed name] [Signature over Printed name]  
 Math Teacher Science Teacher School Property Custodian

Submitted to DepEd Central Office (CMD) by: \_\_\_\_\_  
 [Signature over Printed name]  
 Principal/ School Head

Principal/School Head's Telephone number/s,  
 and/or Cellular phone number/s: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

**Region X  
Delivery Information Sheet**

Mass Production, and Supply and Delivery of 49,623 Science and Mathematics Equipment for Grades 4 to 6 (Teacher's Kit) to 38,689 Public Elementary Schools

Name of School: \_\_\_\_\_  
School ID no: \_\_\_\_\_

Division: \_\_\_\_\_  
School Address: \_\_\_\_\_

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) <i>Use additional sheet if necessary</i>
1		Science & Math Equipment							
		Heat Conduction Apparatus (with 5 different metals)	5	pc	Philab Industries, Inc.				
		Wire Gauze	5	pc	Philab Industries, Inc.				
		Tripod	5	pc	Philab Industries, Inc.				
		Test Tube Holder	5	pc	Philab Industries, Inc.				
		Pulley Set:	5	set	Philab Industries, Inc.				
		# 1 pc - Double Pulley							
		# 1 pc - Single Pulley							
		Test Tube Rack	5	pc	Philab Industries, Inc.				
		Protractor, blackboard	1	pc	Philab Industries, Inc.				
		Compass, blackboard	1	pc	Philab Industries, Inc.				

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) <i>Use additional sheet if necessary</i>
		Models of 7-sided to 12-sided Regular Polygons 5 set	5	set	Philab Industries, Inc.				
		Linear Pair/Angle Demonstrator	1	pc	Philab Industries, Inc.				
		Place Value Chart with decimal pockets	1	pc	Philab Industries, Inc.				
3		<b>Mathematics Equipment Models</b>							
		Manipulative Water Consumption Meter Model, blackboard	1	pc	Atlantic Plastic & Metal Craft, Inc.				
		Manipulative Electricity Consumption Meter Model, blackboard	1	pc	Atlantic Plastic & Metal Craft, Inc.				
6		<b>Storage Cabinets</b>							
	1	Storage Cabinet (for Science), steel	1	unit	Philab Industries, Inc.				
	2	Storage Cabinet (for Math), steel	1	unit	Philab Industries, Inc.				
14		<b>Science Equipment</b>							
	1	Simple Anemometer	1	set	Scientific Product Company				
	2	Magnetic Compass	5	unit	Philab Industries, Inc.				
	3	Pair of Bar Magnets	5	pair	Scientific Product Company				
	4	Aneroid Barometer, wall-mount	1	unit	Philab Industries, Inc.				
	5	Human Torso Model	1	unit	Scientific Product Company				

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) Use additional sheet if necessary
	6	Electricity and Magnetism Kit:	1	kit	Scientific Product Company				
	6.1	⌘ 2 pcs - Dry Cell Holder (size D) Ⓢ PhP 48.78 each							
	6.2	⌘ 2 pcs - Dry Cell, size D Ⓢ PhP 32.30 each							
	6.3	⌘ 6 pcs - Blue Connecting Wire w/ crocodile clips & banana plugs Ⓢ PhP 33.91 each							
	6.4	⌘ 1 pc - Knife Switch, SPST Ⓢ PhP 238.00 each							
	6.5	⌘ 3 assembles - Bulb & Socket Assembly Ⓢ 55.22 each							
	6.6	⌘ 1 spool - 100 grams Magnetic Copper Wire, AWG 20 Ⓢ PhP 83.30 each							
	6.7	⌘ 1 pc - Iron Core Rod (non- corrugated) Ⓢ PhP 95.00 each							
	8	Long Nose Pliers, 6"	1	pair	Scientific Product Company				
	11	Double-pan Balance, 500 grams capacity	2	pc	Scientific Product Company				
	19	Flashlight with incandescent bulb	1	pc	Scientific Product Company				
17	Glasswares, Plastic Wares, and Porcelain Wares								
		Alcohol Thermometer, -20°C to 110°C	2	pc	VG Roxas Co., Inc.				
	2	Stirring Rod, Ⓢ 6mm x 250mm long	5	pc	Philab Industries, Inc.				

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) <i>Use additional sheet if necessary</i>
	4	Mortar and Pestle, porcelain, 150 ml.	5	set	Philab Industries, Inc.				
		Funnel, plastic	5	pc	VG Roxas Co., Inc.				
		Test Tube, Ø 16mm x 150mm long, borosilicate	20	pc	VG Roxas Co., Inc.				
		Plastic Ruler, 12 inches or 30 cm	5	pc	VG Roxas Co., Inc.				
		Beaker, 250 ml., borosilicate	5	pc	Philab Industries, Inc.				
	10	Beral Pipette, 5 ml.	5	pc	Philab Industries, Inc.				
18	<b>Mathematics Equipment</b>								
	1	Clinical Thermometer, digital	5	pc	Philab Industries, Inc.				
	2	Base Ten Blocks	5	set	Nikka Trading				
		Blackboard Triangles Set:	1	set	Nikka Trading				
		x 1 pc - Blackboard Triangle, 30° x 60°							
		x 1 pc - Blackboard Triangle, 45° x 45°							
	4	Meterstick, plastic	10	pc	Nikka Trading				
		Tape Measure, 1.5 meters	5	pc	Philab Industries, Inc.				

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) <i>Use additional sheet if necessary</i>
	6	Calculator, Scientific	5	pc	Philab Industries, Inc.				
	7	Plastic Ruler, 12 Inches or 30 cm	25	pc	Philab Industries, Inc.				
	8	Geoboard, 5 x 5	5	pc	Nikka Trading				
		Geoboard, 11 x 11	1	pc	Philab Industries, Inc.				
	10	Basic 3-Dimensional Models	5	set	Nikka Trading				
	11	Circle Area Demonstrator	1	pc	Nikka Trading				
		Volume Demonstrator Set:	1	set	Philab Industries, Inc.				
	12.1	⊠ Cylinder and Cone Volume Comparing Tool							
	12.2	⊠ Quadrangular Volume Demonstrator							
	13	Models of Deriving Formula for Volume: Linking Cubes	1	set	Nikka Trading				
		Alcohol Thermometer, -20°C to 110°C	3	pc	Nikka Trading				
		Geostrips	1	set	Philab Industries, Inc.				
		Protractor (for student)	25	pc	Eduresources Publishing, Inc.				
	18	Compass (for student)	25	pc	Philab Industries, Inc.				

PACKAGE NO.	ITEM NO.	DESCRIPTION	QTY per KIT	UNIT of ISSUE	SUPPLIER	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	OTHER REMARKS/OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others) Use additional sheet if necessary
		Sphere with 32 movable segments	1	set	Eduresources Publishing, Inc.				

**NOTE:** Deliveries of these items are expected until December 2016.

Accomplished by: \_\_\_\_\_ and/or \_\_\_\_\_ and/or \_\_\_\_\_  
 [Signature over Printed name] [Signature over Printed name] [Signature over Printed name]  
 Math Teacher Science Teacher School Property Custodian

Submitted to DepEd Central Office (CMO) by: \_\_\_\_\_  
 [Signature over Printed name]  
 Principal/ School Head

Principal/School Head's Telephone number/s, and/or  
 Cellular phone number/s: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_