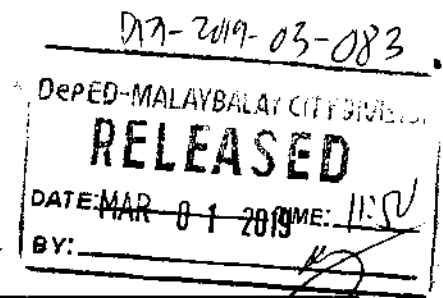




Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 083, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, (SGOD and CID)
Public Elementary and Secondary School Heads
This Division

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: February 26, 2019

SUBJECT: **SUBMISSION OF REPORTS ON THE DELIVERY OF SCHOOL FURNITURE IN VARIOUS SCHOOLS**

1. In line with the monitoring of the completed and ongoing school furniture delivery in various schools of this Division, the recipient Public Elementary and Secondary School Heads shall submit a Report on the post-defects observation and damages upon delivery to this Office on or before March 8, 2019 in one copy only.
2. The consolidated report will be forwarded to Region X and DepEd Central Office.
3. Queries relative to this can be relayed to Leslie T. Fontanilla, Engineer III through 0917 712 5393 or 0908 919 8867.



Republic of the Philippines
Department of Education
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Date: _____

Name of School: _____

Location: _____

Report on Post-Defects Observation and Damages upon Delivery of School Furniture

Type of Furniture <i>(All Wood, Plastic and Steel, Wood and Steel and All Plastic)</i>	Inventory		State Sealed off of Color print, Logo, Calendar Year, and the Supplier	Remarks <i>(Incomplete delivery, furniture transferred to other school, received from other school and date of receipt)</i>
	No. of Teacher's Tables and Chairs, and Armchairs with damages upon delivery	No. of defective Teacher's Tables and Chairs and Armchairs within a year		

Prepared by:

Noted by:

School Property Custodian

School Head