

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE - MARIKINA CITY

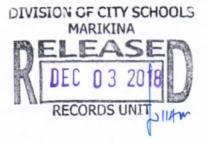
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November 29, 2018

MEMORANDUM TO:

Chief Education Supervisors, CID and SGOD Elementary and Secondary School Principals Officers-In-Charge Public Schools Only



Please be advised that this office will be closely monitoring the proper utilization of the instructional materials/equipment provided by the local government. All T.V. sets and I.T. equipment intended for instructional use are expected to be installed in the instructional rooms.

All equipment found to be stored and not utilized after sixty (60) days upon receipt shall be pulled out and transferred to other schools where they can be utilized for the improvement of curriculum delivery.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent