



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


DIVISION OF CITY SCHOOLS  
MARIKINA



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