



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



March 2, 2020

REGIONAL MEMORANDUM

No. 155, s. 2020

**DIRECTIVE ON THE PROCUREMENT, ACCEPTANCE AND STORAGE OF SENIOR  
HIGH SCHOOL TVL TOOLS**

**To:** Asst. Regional Director  
Regional Bids and Awards Committee  
Regional Senior High School Coordinator  
Schools Division Superintendents  
Senior High School Principals

1. To ensure that procurement, acceptance and storage of Senior High School (SHS) Technical Vocational Livelihood (TVL) tools are responsive, suitable and secured, consonant with the theoretical demonstration necessary for learning process of SHS learners, the following directives is hereby issued:

1.1 The Bids and Awards Committee through its BAC Technical Working Group (TWG) shall thoroughly review TVL tools specifications vis-à-vis the samples presented by the suppliers and that of the actual tools delivered;

1.2 SHS Coordinator to provide constant monitoring and inventory of TVL tools delivered to recipient schools;

2. Senior High School Heads shall not accept TVL tools without inspection by the School Inspectorate Committee and tested in the presence of Teachers and TWG.

3. Delivered SHS TVL tools once accepted shall be the responsibility of the SHS School Head, as such, he/she shall provide suitable, safe and secure storage for the TVL tools which may be sourced out from School MOOE and other local funds.



Address: J.P. Rosales Avenue,  
Butuan City  
Trunkline No: (085) 342-8207  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph



2020-03-3592

Document Control No:  
DepEdRO13-REC-013/R3/02-18-2020

4. This Office hereby reiterates the activation of School Inspectorate Committee and Property Custodian to assist the School Head in the inspection and storage of TVL tools and other learning materials.

5. For information and compliance.



**FRANCIS CESAR B. BRINGAS, CESO V**

Director III

Officer-In-Charge

Office of the Regional Director

ASD/jbr  
03/02/2020