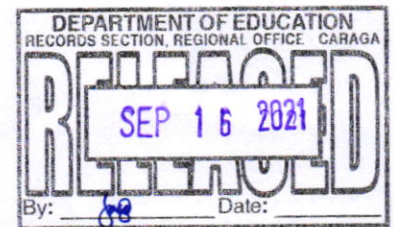




Republic of the Philippines
Department of Education
CARAGA REGION



September 15, 2021

REGIONAL MEMORANDUM

No. 721, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
This Region

SUBMISSION OF MONITORING AND INVENTORY REPORT OF ALL
OFFICE SERVICE VEHICLES

1. As we commence School Year 2021-2022, this Office ensures that all service vehicles in the Schools Division Offices are properly monitored to address their functionality and availability compliance with the physical count of property inventory as of Sept 15, 2021.
2. Apropos, all Schools Division Offices are required to submit Monitoring and Inventory Report of all Office Service Vehicles as of Sept. 15, 2021 using the enclosed template.
3. Report shall be sent to amu_caraga@deped.gov.ph on or before September 17, 2021.
4. For your information, guidance and compliance.

EVELYN R. FETALVERO, PhD., CESO IV
Director IV

Encl.: Monitoring Report on the Status of Office Vehicles Donated/Acquired template
Reference: DepEd Handbook on Supply and Property Management
To be indicated in the Perpetual Index,
under the following subjects:

INVENTORY MEMORANDUM MONITORING SERVICE VEHICLES

ASD/mcd
09/15/2021



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