



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

10 February 2021

DIVISION MEMORANDUM

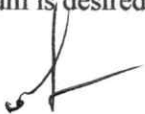
No. 044, s. 2021

Monitoring and Evaluation of ICT Equipment for Disposal

To: **All Public Elementary and Secondary School Heads**
All Public Schools ICT Coordinator
All Public Schools Custodian
This Division

1. To fast track the disposal of ICT Equipment, all schools should check the inventory of ICT Equipment that are no longer usable and prepare all necessary documents required to properly dispose any equipment in accordance to the process set by the Supply Office. All ICT Equipment that are for disposal requires the IT Officer to check all devices.
2. The school who have ICT Equipment to be disposed is hereby requested to contact the Division IT Officer for appointment on or before February 18, 2021 using the following contact information:

Cellphone No: 09177154632
Email Address: sherrie.dungog@deped.gov.ph
3. The Division IT Officer will visit the school on February 19, 2021 to check all ICT Equipment that are for disposal.
4. Immediate and wide dissemination of this memorandum is desired.


OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

ICT Supply

OSDS/SRD



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph