



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

November 11, 2022

DIVISION MEMORANDUM
NO. 570, s. 2022

**IMPLEMENTATION OF CONSOLIDATION AND MAINTENANCE OF DATABASE
ON THE UPDATED CONTACT INFORMATION OF REGIONAL OFFICES,
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors/ TA Providers
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. Relative to the attached Memorandum from the Office of the Undersecretary for Administration, this Office announces the issued **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Division Offices and Schools.**
2. This memorandum disseminates the allocation lists and technical specifications of the Central Office procured goods for delivery to schools, schools division offices or regional offices, contact implementation monitoring, feedback mechanism, and other procurement-related concerns and communications.
3. This issuance conforms with the provisions of Republic Act No. 9485 or the Anti-Red Tape Act of 2007 (An Act to improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Thereof), and DepEd Order No. 13, s. 2016 on the Implementing Guidelines on the Direct Release and use of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools, including Other Funds Managed by Schools under Section VI provision 27.4 on Reporting Requirements.
4. It is hereby directed to feed on annual basis or as often as necessary, the database with the latest contact information of division, school officials and personnel. The division office and schools shall access the link indicated below to update the necessary required working contact information **not later than the last week of February of every year.**

- a. For Division Offices: <https://tinyurl.com/DepEdDivisionDatabase>
- b. For Public Schools: <https://tinyur.com/DepEdSchoolDatabase>





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5. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

6. For information and strict compliance.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

OADS/DLL





Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-110422-006

MEMORANDUM

04 November 2022

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHER CONCERNED**

FROM :  **KRISTIAN R. ABLAN**
Undersecretary for Administration



SUBJECT : **IMPLEMENTATION OF CONSOLIDATION AND
MAINTENANCE OF DATABASE ON THE UPDATED
CONTACT INFORMATION OF REGIONAL OFFICES,
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

The Department of Education (DepEd) Central Office issues the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Division Offices and Schools** to facilitate the dissemination of allocation lists and technical specifications of the Central Office procured goods for delivery to schools, schools division offices or regional offices, contract implementation monitoring, feedback mechanism, and other procurement-related concerns and communications

In view of this concern, the Regional Offices (for regional office data), and Schools Division Offices (for schools division office and public schools' data) are hereby directed to feed herein, on an annual basis or as often as necessary, the database with the latest contact information of the regional, division, and school officials and personnel, particularly:

- 1) Regional Office - Regional Director, Regional Supply Officer, and Inspectorate Team
- 2) Schools Division Office - Schools Division Superintendent, Division Supply Officer, and Inspectorate Team
- 3) Public Schools - School Head, School Supply Officer or School Property Custodian, and Inspectorate Team

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

The Regional Offices and the Division Offices shall access the link indicated below to update the necessary required working contact information **not later than last week of February of every year.**

- a. For Regional Offices: <https://tinyurl.com/DepEdRegionalDatabase>
- b. For Division Offices: <https://tinyurl.com/DepEdDivisionDatabase>
- c. For Public Schools: <https://tinyurl.com/DepEdSchoolDatabase>

This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.

For more information and/or concerns, please contact the Procurement Management Service - Contract Management Division through email address procms.cmd@deped.gov.ph or at telephone number (02) 8635-3762.

For your information and compliance.

Thank you.