



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

18 January 2023

DIVISION MEMORANDUM
No. 024, s. 2023

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

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads
Schools ICT Coordinators
School Property Custodian
School Inspectorate Team
This Division

1. Relative to OUA-OUT-110422-006 titled “Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Division Offices, and Schools”, the Division Office and the Schools are required to update their contact information not later than last week of February of every year.
2. All schools in the Division of El Salvador City are directed to access the link: <https://tinyurl.com/DepEdSchoolDatabase> and fill out the required information on the survey form.
3. After the school submits the answered form, please provide proof of accomplishment by sending a screenshot via email to sherrie.dungog@deped.gov.ph.
4. For more details, please see the attached document.
5. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.





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

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

Encl.: As stated

Reference: OUA-OUT-110422-006

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

INFORMATION TECHNOLOGY
DATA

OSDS/SRD





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

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.