



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

Office of the Schools Division Superintendent

March 18, 2024

DIVISION MEMORANDUM
 No. 123, s. 2024

DESIGNATED DROP-OFF POINTS OF SUPPLIES

To: **All Elementary and Secondary School Heads**
Project Development Officers I
Administrative Officers II
All others concerned
 This Division

1. In line with the recent issuance of **DepED Order No. 002, s. 2024**, titled **Immediate Removal of Administrative Tasks of Public School Teachers**, and the deployment of the non-teaching personnel to their respective school assignments, it has been observed that there is a need for clarification regarding the logistics of supply delivery to clustered schools within our division.
2. To address this concern, the division has designated drop-off points for the delivery of supplies and shall observe the requirements of RA 9184, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations (IRR), allowing the personnel handling clustered schools to choose locations that best facilitate the distribution process. These drop-off points aim to streamline the logistics of supply delivery, ensuring that all schools under the purview of the assigned personnel receive the necessary resources promptly.
3. Below is the list of personnel and their selected drop-off points that shall take effect on April 1, 2024:

AO II / PDO I	DROPPED-OFF POINTS
NISHI M. ABRATIGUIN	EL SALVADOR CITY CENTRAL SCHOOL
CHARMAIGNE IRISH L. APDIAN	MOLUGAN CENTRAL SCHOOL
EULITA M. CASTILLO	TAYTAY ES, PSB ES & SINALOC ES
JENICE MAE L. MALACO	COGON ELEMENTARY SCHOOL
HONEY LUZ S. NACUA	AMOROS ELEMENTARY SCHOOL
KEMBERLY D. OCO	KALABAYLABAY INTEGRATED SCHOOL
NICK C. RATUNIL	HIMAYA NATIONAL HIGH SCHOOL
ROSA MARIA M. REBUSTO	COGON NHS
CLARK AIRON G. UNSON	EL SALVADOR CITY NATIONAL HIGH
LEABETH P. SALVA	MOLUGAN NATIONAL HIGH SCHOOL
RODRIGO N. VALMORIA, JR.	PEDRO SA BACULIO ES





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4. All concerned personnel are hereby instructed to adhere strictly to the designated drop-off points for the delivery of supplies. Any deviations from these designated locations must be approved by the Schools Division Superintendent.
5. Furthermore, it is the responsibility of personnel assigned to clustered schools to coordinate closely with the designated drop-off points to facilitate the smooth and efficient delivery of supplies to each school under their jurisdiction.
6. This issuance strictly adheres to the Equal Opportunity Principle, promoting a discrimination-free environment based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. For information, guidance, and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

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

DROP-OFF POINTS SUPPLIES

Acctg/cda



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