

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


30 July 2024

DIVISION MEMORANDUM
No. 290, s. 2024

INVENTORY OF LAPTOPS IN THE DIVISION OFFICE 2024

To: **Division Office Personnel**
All Others Concerned
This Division

1. The Division of El Salvador City will conduct inventory of all the laptops used by the Division Office Personnel for FY 2024. This data will provide information that will support planning, budget proposal, and procurement of laptops.
2. To respond to the inventory, just go to this link:
<https://bit.ly/LaptopInventory2024>.
3. For employees handling more than one (1) laptop, please respond to the survey as many times as how many laptops are issued under your name.
4. The deadline for this inventory is on or before August 15, 2024.
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.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

INFORMATION AND COMMUNICATION TECHNOLOGY

OSDS/SRD



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