



Republic of the Philippines
Department of Education
Region VIII
Schools Division of Tacloban City
Tacloban City

Division Memorandum
No. 617, s. 2022

To: **SDO – Recipients
Supply Officer
District Supervisor
Non-Implementing Units (Ono-IUs)
Implementing Units (IUs)
Concerned Teachers**

From: **MARIZA S. MAGAN, EdD., CESO V**
Schools Division Superintendent

Subject: **Inspection of DELL Laptops under the Bayanihan II Funds & Interview of
Teacher-Recipients and/or School Property Custodians**

Date: **November 29, 2022**



RELEASED

Date: 12.1.22

Time: 9:07

Signature: A

1. This office informs the field of the scheduled conduct of **Inspection of DELL Laptops under the Bayanihan II Funds & Interview of Teacher-Recipients and/or School Property Custodians** on **December 2, 2022 (Friday), 9:00AM at the PDRF Building, San Jose Central School, San Jose, Tacloban City.** (Letter from COA hereto attached)
2. This gathering is in connection with the auditing process of the Audit Team from Commission on Audit (COA) hence, the conduct of (a) inspection of DELL Laptops under the Bayanihan II Funds distributed by this office to teacher-recipients and (b) interview of the end-users with taking of photos of concerned teachers.
3. Participants to this activity are: SDO-Tacloban Proper, Property Office, District Supervisor, Teacher-Recipients, Implementing Units (IUs) school, Non-Implementing Units (Non IUs) schools and others concerned.
4. All teacher-recipients are requested to bring with them the following:
 - a. Fully-charged Dell Laptops in their custody;
 - b. Certified copies of the Property Acknowledgement Receipt (PAR) for the Dell Laptop;
 - c. Ballpen; and
 - d. Identification Card with photo.
5. Expenses relative to the conduct of this event shall be charged to SDO funds subject to the usual accounting and auditing procedures.
6. Immediate dissemination of and compliance with this Memorandum is directed.