

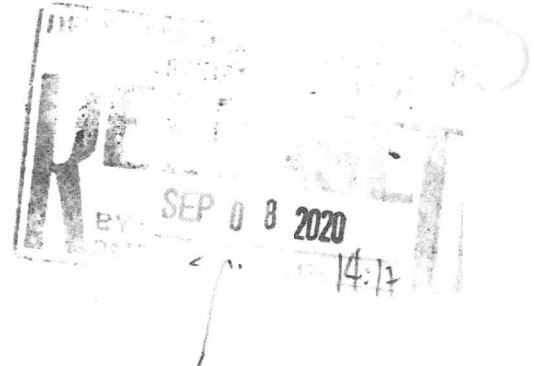


Republic of the Philippines  
**Department of Education**  
 Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

September 8, 2020

**DIVISION MEMORANDUM**  
**OSDS-SGOD-DM-211 s. 2020**

To: Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 School IT/ASP Coordinators  
 All Others Concerned



**REPORTING DONATED IT EQUIPMENT**

1. This Office is requesting all School Heads to submit a report of all IT Devices donated to their respective offices to update inventories and to properly recognize efforts made by Local Government Units (LGUs) and other external partners in support to Basic - Education Learning Continuity Plan (BE-LCP).

2. The following details must be included in the report:

| District | School Name | Donor Name<br>(individual or group/<br>agency/office) | Name of Item<br>(Brand name,<br>type/kind) | Item<br>Description<br>(Specifications) | Quantity | Photo of<br>Item |
|----------|-------------|---|--|---|----------|------------------|
|          |             |   |  |   |          |                  |

3. All reports must be submitted **on or before 12:00 PM tomorrow, September 9, 2020** c/o Marife B. Brequillo, Education Program Specialist II, SGOD-Social Mobilization and Networking at 09618980700 or email at [marife.brequillo@deped.gov.ph](mailto:marife.brequillo@deped.gov.ph).

4. For information and guidance and compliance.

**DANILO E. DESPI**  
 Schools Division Superintendent

MBB/ DM 2020 REPORTING DONATED IT EQUIPMENT  
 \_\_\_/ September 8, 2020

