



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Supply - 1919

JUL 17 2025

DIVISION MEMORANDUM

No. 410, s. 2025

**RETRIEVAL OF TABLETS FOR INSPECTION AND DOCUMENTATION IN COMPLIANCE
WITH RM NO. 140 s. 2025 "THE CONDUCT OF INSPECTION OF TABLETS DELIVERED
TO SCHOOLS DIVISION OFFICES ACROSS THE NEGROS OCCIDENTAL AREA**

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

- Pursuant to Regional Memorandum No. 140, s. 2025, titled "*The Conduct of Inspection of Tablets Delivered to Schools Division Offices Across the Negros Occidental Area*," this Division shall facilitate the **retrieval, inspection, and documentation** of tablet devices distributed to selected schools under the jurisdiction of the Schools Division of Sagay City.
- The retrieval schedule shall run from July 16 to 18, 2025, with the tablets to be returned to schools after the completion of audit and inspection activities on July 21, 2025.
- Administrative Officers II (AO II's) assigned to the listed schools are hereby directed to coordinate the collection of tablets within their respective campuses to ensure that all units are accounted for and ready for pickup. The Division Supply Office will arrange pickup of the collected tablets from the schools contingent on the availability of official vehicles.
- In support of the audit activity scheduled in Escalante City, Mrs. Melea L. Guillen and Mr. Roco B. Descartin are designated to travel with the Division Supply Office team to provide field assistance during the inspection of the tablet units.
- The following schools are required to prepare and turn over the indicated number of tablet units:

Recipient School	No. of Tablets
Sagay Ecozone Farm School	39 Units
Sagay City Farm School	40 Units
Bulanon Farm School	40 Units
Old Sagay Elementary School	50 Units
Onofre dela Paz Elementary School	20 Units
B. Mahilum Elementary School	40 Units
F. Pascual Elementary School	40 Units
Romeo V. Agustin Elementary School	25 Units
Molocaboc IS-Elementary	40 Units
Molocaboc IS-Secondary	40 Units
Cpo. Santiago Elementary School	33 Units
Bulanon NHS-Onofre Extn. High School	20 Units
SDO-LR Unit	12 Units
TOTAL	439 Units



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6. The following supporting documents must also be submitted along with the tablets:
- Logbooks and Borrower's Slips as evidence of actual utilization,
 - Incident Reports for any damaged units or missing peripherals, and
 - Inventory Custodian Slips (ICS) to confirm the official custodianship of the devices.
 - Tablet Monitoring Sheet (Enclosure 1).
7. Expenses to be incurred in relation to this activity shall be charged against the school's MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
8. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
9. Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent





Enclosure : 2
Reference :
Allotment : N/A
No. of Pages : 8
To be indicate in the **Perpetual Index** under the following subjects:

PROPERTY MANAGEMENT

MONITORING

AUDIT



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph

TABLET (NERI) MONITORING SHEET
As of _____

School: _____

Item No.	Serial Number	Tablet	Screen Protector	Stylus Pen	Leather Case	Adapter	USB Cord	Charger	Earphone	User Manual	Remarks - For Tablet Only (Lost, Stolen, In Good Condtion, Defective)
1											
2											
3											
4											
5											
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36											
37											
38											
39											
40											
Total		0	0	0	0	0	0	0	0	0	

Number Installed with Software: _____

Number of Unutilized	Location/Storage	Personnel Inchage

Prepared by:

Noted by:

School Property Custodian

School Head





Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 10 2025

REGIONAL MEMORANDUM
No. 140 s. 2025

**CONDUCT OF INSPECTION OF TABLETS DELIVERED TO SCHOOLS
DIVISION OFFICES ACROSS THE NEGROS OCCIDENTAL AREA**

To: Schools Division Superintendents of SDOs in the Negros Occidental area
All Others Concerned

1. Attached is the communication from the Commission on Audit (COA) Regional Office VI to the Department of Education Regional Office VI requesting assistance regarding the inspection of Contract No. ICT-2022-09-001 titled “Supply and Delivery of Learning Resources (Tablets) in the DepEd Region VI - Lot 2 - Negros Occidental Area.”
2. The schedule below shall be adopted for the said inspection:

Schools Division Offices	Date	Venue/Host
SDO Negros Occidental - Eva J. Montilla Farm School (Cauayan)	July 14-15, 2025	SDO Negros Occidental
SDO Sipalay City	July 16, 2025	SDO Kabankalan City
SDO Himamaylan City	July 17, 2025	
SDO Kabankalan City	July 18, 2025	
SDO Sagay City	July 21, 2025	SDO Escalante City
SDO Escalante City	July 22, 2025	
SDO San Carlos City		
SDO Cadiz City	July 23, 2025	SDO Silay City
SDO Silay City	July 24, 2025	
SDO Victorias City		
SDO La Carlota City	July 25, 2025	SDO Bago City
SDO Bago City		
SDO Negros Occidental - Cansilayan Farm School (Murcia)	July 28-29, 2025	SDO Negros Occidental
SDO Bacolod City	July 30-31, 2025 & August 1, 2025	SDO Bacolod City
SDO Negros Occidental - Esteban Jalandoni Farm School (Hinigaran) & Manghanoy Farm School (La Castellana)	August 11-12, 2025	SDO Negros Occidental

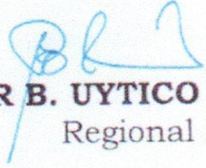


Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

3. The Supply Officers of each SDO shall be present to assist the COA inspection team during their respective scheduled date/s.
4. The host SDOs identified as venue for inspection shall:
 - a. provide a venue with a suitable environment conducive to facilitating the inspection activity; and
 - b. assist the team for the accommodation and transportation.
5. The travel and other incidental expenses incurred in the conduct of the activity shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

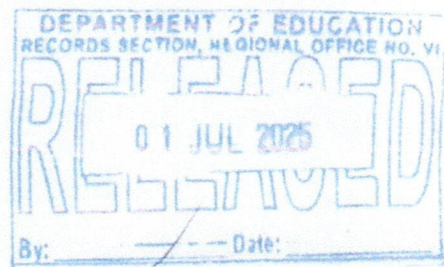
Encl.: As stated
Reference: As stated



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS



Office of the Regional Director

June 27, 2025

DR. RAMIR B. UYTICO, CESO III

Regional Director
Negros Island Region

Sir:

Greetings from the Home of the Champions!

This is in reference to the letter from the Commission on Audit (COA), Regional Office VI, DepEd Regional Office VI, Duran St., Iloilo City, requesting assistance in facilitating the inspection to be conducted by their Technical Audit Group (TAG) for Contract No. ICT-20022-09-001, titled "Supply and Delivery of Learning Resources (Tablets) in the DepEd Region VI – Lot 2 – Negros Occidental Area". Attached is the said letter and the list of the 13 Schools Division Offices (SDOs) for reference.

Anent this, we request assistance from your Office and the concerned SDOs to provide the information needed on the table below, which shall be forwarded to the Commission on Audit (COA).

Division	Name	Position/ Designation	Contact Number	Email Address

Should you have any further queries, please feel free to contact Mr. Noel Donell Y. Narida, Regional Information Technology Officer, at 0998-534-1037 or via email at noelidonell.narida@deped.gov.ph.

Your positive and immediate response to this request is highly anticipated with appreciation.

Truly yours,

CRISTITO A. ECO, CESO III

Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Copy furnished:

Commission on Audit (COA), DepEd Regional Office VI

0007 ORD-ICT NDYN



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
24 93 0184

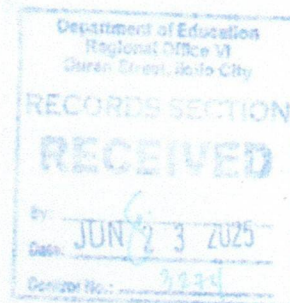


REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. VI
DEPARTMENT OF EDUCATION
REGIONAL OFFICE NO. VI
Duran St., Iloilo City

Office of the Auditor – Audit Team No. 01
National Government Audit Sector B, Cluster 5

June 23, 2025

CRISTITO A. ECO, CESO III
Officer-In-Charge
Office of the Regional Director
Department of Education
Regional Office No. VI



Dear Director Eco:

In connection with our audit of the programs and projects implemented by the DepEd Regional Office, we respectfully request your assistance in facilitating the inspection to be conducted by our Technical Audit Group (TAG) in relation to the following contract:

Contract No.	Nature	Amount
ICT-2022-09-001	Supply and Delivery of Learning Resources (Tablets) in the DepEd Region VI - Lot 2 - Negros Occidental Area	82,282,404.00

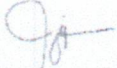
A total of 8,403 tablets were delivered to 13 Schools Division Offices (SDOs)¹ across the Negros Occidental area. Due to the large volume of units and the wide geographical coverage, we request that the SDOs be advised to coordinate and group together by proximity, identifying the most accessible locations where our technical personnel can conduct the inspection efficiently.

Our Audit Teams from the concerned SDOs will likewise coordinate closely to support the inspection activities and ensure a smooth and organized process.

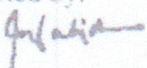
We sincerely hope for your kind consideration in this undertaking.

Thank you.

Very truly yours,


TRISHA JANE B. LUPO
State Auditor IV
Audit Team Leader

CMA Signed
2025-06-23
11:14:49

Noted by:

MARICEL G. ALOJADO
OIC-Supervising Auditor

CMA Signed
2025-06-23
13:22:06

¹ Annex A – List of Recipient-Division Offices for Tablets purchased by the Regional Office




Annex A

Department of Education Regional Office No. VI
List of Recipients of Tablets purchased for Negros Area
Contract No.: ICT-2022-09-001
Amount: P82,282,404.00
Supplier: Golden Power Mills Enterprises

	Recipient	No. of Tablets
1	Division of Silay	332
2	Division of Cadiz City	462
3	Division of Escalante City	289
4	Division of San Carlos City	314
5	Division of Sagay City	439
6	Division of Sipalay City	243
7	Division of Himamaylan City	307
8	Division of Bacolod City	1,236
9	Division of Negros Occidental	3,355
10	Division of Bago City	418
11	Division of Kabankalan City	567
12	Division of La Carlota City	163
13	Division of Victorias City	278
	Total	8,403

Prepared by:


TRISHA JANE B. LUPO
State Auditor IV
Audit Team Leader