



March 2, 2018

DIVISION MEMORANDUM

No. 139, s. 2018

**CAPACITY BUILDING ON THE PROCESSES, ACQUISITION, UTILIZATION,
AND MAINTENANCE OF TVL TOOLS AND EQUIPMENT**

TO: Chiefs, CID and SGOD
Division Supervisors / Coordinators
District Supervisors / District In-Charge
Secondary School Heads

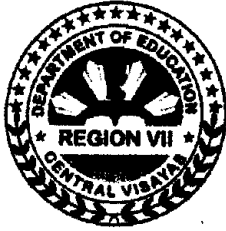
1. Attached is Regional Memorandum No. 0137, s. 2018, entitled, "Capacity Building on the Processes, Acquisition, Utilization, and Maintenance of TVL Tools and Equipment".
2. This activity shall be held on March 6, 2018 at the 3rd floor, Conference Hall, DepEd Regional Office VII, Sudlon, Lahug, Cebu City.
3. Participants to this activity are the principals and property custodians of SHS TVL Tools and Equipment Recipient Schools. Please refer to the attached Regional Memorandum for the list of recipient schools.
4. Participants are required to bring the following:
 - a. Delivery Receipts
 - b. Copies of inspection report; and
 - c. Other documents received from supplier
5. A registration fee of Six Hundred Pesos (Php 600.00) traveling and other related expenses shall be chargeable against local School MOOE funds, subject to the availability and the usual accounting and auditing rules and regulations.
6. This Memorandum serves as **Authority to Travel**.
7. Immediate dissemination and compliance with this Memorandum is directed.


SALUSTIANO T. JIMENEZ, CESO VI
Off. OIC-Assistant Regional Director
Concurrent Schools Division Superintendent

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REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
 No. 0137, s. 2018

FEB 19 2018

CAPACITY BUILDING ON THE PROCESSES, ACQUISITION, UTILIZATION, AND MAINTENANCE OF TVL TOOLS AND EQUIPMENT

To: Schools Division Superintendents

1. This Office will conduct a Capacity Building on the Processes, Acquisition, Utilization and Maintenance of Technical Vocational Livelihood (TVL) Tools and Equipment on March 6, 2018 (Inclusive of travel time) at the 3rd Floor, Conference Hall, DepEd – RO VII, Sudlon, Lahug, Cebu City. Attached herewith are the List of Recipient Schools for various TVL tools and equipment.
2. The objective of this activity is to ensure that the School Principals and Property Custodians are aware of their responsibilities and accountabilities on the said tools and equipment.
3. The participants to this activity are the following:
 - a. Principals of the SHS TVL Tools and Equipment Recipient Schools;
 - b. Property Custodians of the SHS TVL Tools and Equipment Recipient Schools;
 - c. Regional Monitoring and Inspection Team (RMIT);
 - d. Regional Supply Section;
 - e. Regional BAC Secretariat;
 - f. Regional Senior High School Coordinator;
 - g. Regional Finance Division Representative; and
 - h. Team CLMD.
4. Below is the list of TVL Tools and Equipment Recipient Schools that will participate in the capacity building:

DIVISION	SCHOOL
1. Bayawan City	Actin National High School
	Atilano B. Cabangal Memorial National High School
	Basay National high School
2. Bohol Province	Aguining National high School
	Cabilao National High School
	Cangawa National High School
	Daus National High School
	Guinacot National High School
	Guinsularan High School

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ESQ 2015: Kawapatan ng Lahat, Pananagutan ng Lahat”

	Jagna High School
	Lourdes National High School
	San Miguel Technical Vocational School
	Tabalong National High School
	Valencia Technical Vocational High School
3. Cebu City	Abellana National School
	Don Carlos Gothong Memorial National High School
	Don Sergio Osmeña Sr. Memorial National High School
	Guba National High School
4. Cebu Province	Tayud National High School (Liloan)
	Gulwanon National High School (Oslob)
	Cantumog National High School (Carmen)
	Maya National High School (Daan Bantayan)
	Kawit National High School (Daan Bantayan)
	Bantayan National High School (Bantayan Island)
	Bakhawan National High School (Daan bantayan)
	San Remeglo National High School (San Remegio)
	Dumanjug National High School (Dumanjug)
	Badian National High School (Badian)
	Montañeza National High School (Malabuyoc)
	Argao National High School (Argao)
	Casay national High School (Dalaguete)
	Dalaguete National High School (Dalaguete)
	Mantalongon National High School (Dalaguete)
	Wily B. Wenceslao Memorial national High School (Santander)
5. Lapu – Lapu City	Marigondon National High School
6. Mandaue City	Mandaue SPED Center High School (Mandaue City)
7. Negros Oriental Province	Amio National High school
	Don Emilio Macias Mem. Nat'l. High School (San Francisco NHS)
	La Libertad Technical Vocational School
	Manjuyod National High School
	Mayaposi Community High School
	Negros Oriental National High school
	Obat High School
	Pacuan National High School
	Pinucauan High School
	Sampiniton Provincial Community High School
	Santiago Delmo Memorial High School (Maluay High School)
	Siaton National High School
	Sibulan National High School
	Silab Community High School (Annex)
	Sta. Catalina National High School
	Hunop High School (Tanjay City Division)
8. Tagbilaran City	Dr. Cecilio Putong National High School
	Mansasa National High School
	Cansojong National High School

9. Talisay City	Pooc National High School
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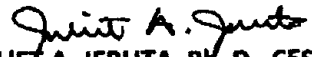
5. The said activity will be facilitated by the following regional office personnel with involvement on the delivery of Senior High School (SHS) TVL tools and equipment:

NAMES	POSITION	SECTION/DIVISION
A. RMIT		
1. DR. EMILIANO B. ELNAR, JR.	Chief/Chairman	CLMD
2. DR. ROLAND V. VILLEGAS	EPS/Member	CLMD
3. MR. ROGACIANO BAJO	Member	QAD
4. MR. JESS MARLOWE C. LIBRE	Member	PPRD
5. MR. EDMUND C. OCADO, JR.	Member	PPRD
6. MR. ROBERT M. RAGAS JR.	Member	CLMD
7. MR. CZAR AUGUST ARIZA	Member	FTAD
B. REGIONAL SUPPLY SECTION		
1. MR. RAMON BUJAWE	Supply Officer	SUPPLY SECTION
2. MR. AGUSTIN MONDILLA JR.	AO – 1 (STORE KEEPER)	SUPPLY SECTION
C. REGIONAL BAC SECRETARIAT		
1. AMELYN COCA	PDO	RD OFFICE
D. FINANCE DIVISION		
1. MICHELLE LAURENTE	Account III	FINANCE DIVISION

6. Participants are required to bring the following:
1. Delivery Receipts;
 2. Copies of Inspection report and
 3. Other documents received from supplier.

7. A registration fee of Six Hundred (Php 600.00) Pesos shall be charged to each participant to defray expenses for lunch and 2 snacks (A.M. and P.M.) which will be served by Applied Nutrition Center (ANC). Travelling, registration fee and other incidental expenses incurred by the participants shall be charged to the Division/School MOOE Funds while for Regional Office personnel, all expenses shall be charged against Regional MOOE/local funds subject to government accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum is directed.


JULIET A. JERUTA, PH. D., CESO IV
 Director III
 Officer – in – Charge