



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

November 11, 2022

DIVISION MEMORANDUM

No. 466, s. 2022

**IMPLEMENTATION OF CONSOLIDATION AND MAINTENANCE OF
DATABASE ON THE UPDATED CONTACT INFORMATION OF
REGIONAL OFFICES, SCHOOLS DIVISION OFFICES AND SCHOOLS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **DepEd Memorandum OUA-OUT-110422-006**, titled **“Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices and Schools”**.
2. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

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



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-110422-006

MEMORANDUM

04 November 2022

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHER CONCERNED**

FROM :  **KRISTIAN R. ABLAN**
Undersecretary for Administration



SUBJECT : **IMPLEMENTATION OF CONSOLIDATION AND
MAINTENANCE OF DATABASE ON THE UPDATED
CONTACT INFORMATION OF REGIONAL OFFICES,
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

The Department of Education (DepEd) Central Office issues the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Division Offices and Schools** to facilitate the dissemination of allocation lists and technical specifications of the Central Office procured goods for delivery to schools, schools division offices or regional offices, contract implementation monitoring, feedback mechanism, and other procurement-related concerns and communications

In view of this concern, the Regional Offices (for regional office data), and Schools Division Offices (for schools division office and public schools' data) are hereby directed to feed herein, on an annual basis or as often as necessary, the database with the latest contact information of the regional, division, and school officials and personnel, particularly:

- 1) Regional Office - Regional Director, Regional Supply Officer, and Inspectorate Team
- 2) Schools Division Office - Schools Division Superintendent, Division Supply Officer, and Inspectorate Team
- 3) Public Schools - School Head, School Supply Officer or School Property Custodian, and Inspectorate Team

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: useforadministration@deped.gov.ph

The Regional Offices and the Division Offices shall access the link indicated below to update the necessary required working contact information **not later than last week of February of every year.**

- a. For Regional Offices: <https://tinyurl.com/DepEdRegionalDatabase>
- b. For Division Offices: <https://tinyurl.com/DepEdDivisionDatabase>
- c. For Public Schools: <https://tinyurl.com/DepEdSchoolDatabase>

This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.

For more information and/or concerns, please contact the Procurement Management Service - Contract Management Division through email address procms.cmd@deped.gov.ph or at telephone number (02) 8635-3762.

For your information and compliance.

Thank you.

[REGION NO. VI] Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools

Contract Management Division Procurement Management Service
<procms.cmd@deped.gov.ph>

Wed, Nov 9, 2022 at
10:04 AM

To: DepEd VI Western Visayas <region6@deped.gov.ph>, aklan@deped.gov.ph, R6 SDO Antique <antique@deped.gov.ph>, DepEd Capiz <capiz@deped.gov.ph>, DepEd Guimaras <guimaras@deped.gov.ph>, DepEd Iloilo <iloilo@deped.gov.ph>, negros.occidental@deped.gov.ph, deped division of bacolod city <bacolod.city@deped.gov.ph>, deped.bagocity@deped.gov.ph, R5 SDO Cadiz City <deped.cadizcitydivision@deped.gov.ph>, ESCALANTE CITY <escalante.city001@deped.gov.ph>, iloilocitydivision@gmail.com, kabankalan.city@deped.gov.ph, lacarlota.city@deped.gov.ph, passi.city@deped.gov.ph, DepEd Roxas City <deped.roxascity@deped.gov.ph>, sagay.city@deped.gov.ph, R6 SDO San Carlos City <sancarlos.city6@deped.gov.ph>

**REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHER CONCERNED**

Dear Sirs/Mesdames,

The Office of the Undersecretary for Administration (OUA), through the Procurement Management Service - Contract Management Division (ProcMS-CMD), respectfully transmits herein **OUA-OUT-110422-006 - Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools.**

For your information and compliance.

Very truly yours,



CONTRACT MANAGEMENT DIVISION

Room M-509, 5/F Mabini Building, DepEd Complex
Meralco Avenue, Pasig City, 1600 Philippines
☎ (632) 8635-3762 ✉ procms.cmd@gmail.com

Please acknowledge upon receipt. Thank you!

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 **OUA-OUT-110422-006.pdf**
391K

[REGION NO. VI] Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools

Contract Management Division Procurement Management Service
<procms.cmd@deped.gov.ph>

Wed, Nov 9, 2022 at
2:01 PM

To: DepEd VI Western Visayas <region6@deped.gov.ph>, aklan@deped.gov.ph, R6 SDO Antique <antique@deped.gov.ph>, DepEd Capiz <capiz@deped.gov.ph>, DepEd Guimaras <guimaras@deped.gov.ph>, DepEd Iloilo <iloilo@deped.gov.ph>, negros.occidental@deped.gov.ph, deped division of bacolod city <bacolod.city@deped.gov.ph>, deped.bagocity@deped.gov.ph, R5 SDO Cadiz City <deped.cadizcitydivision@deped.gov.ph>, ESCALANTE CITY <escalante.city001@deped.gov.ph>, iloilocitydivision@gmail.com, kabankalan.city@deped.gov.ph, lacarlota.city@deped.gov.ph, passi.city@deped.gov.ph, DepEd Roxas City <deped.roxascity@deped.gov.ph>, sagay.city@deped.gov.ph, R6 SDO San Carlos City <sancarlos.city6@deped.gov.ph>

Dear Sirs/Mesdames,

This Office respectfully requests **all Regional Offices, Schools Divisions Offices, and Schools** to submit the Updated Contact Information for the current year of 2022 **until November 25, 2022**. This is in reference to the above e-mail regarding Memorandum OUA-OUT-110422-006 - Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools.

For the Schools Divisions Offices, please facilitate the dissemination of the Memorandum OUA-OUT-110422-006 to your respective Schools for their compliance.

For your appropriate action.

Please acknowledge upon receipt. Thank you.

Very truly yours,



CONTRACT MANAGEMENT DIVISION

Room M-509, 5/F Mabini Building, DepEd Complex
Meralco Avenue, Pasig City, 1600 Philippines
☎ (632) 8635-3762 ✉ procms.cmd@gmail.com

Please acknowledge upon receipt. Thank you!

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