



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE – CAPIZ

January 24, 2024

DIVISION MEMORANDUM

No. **050** S. 2024

DISTRIBUTION OF PRINTING MATERIALS

To: Officer-In-Charge, Office of the Assistant Schools Division Superintendent
Chief - Education Program Supervisor - CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Project Development Officer II (CID)
SDO- Librarian II

1. Relative to the distribution of printing materials, District Property Custodians are requested to come to the Division Supply Office, DepEd Capiz Division, Brgy. Banica Roxas City on January 25 to 26, 2024.
2. Due to the limited manpower of the Supply Unit, it is requested that each District bring extra personnel for the hauling.
3. Attached is the copy of the distribution list.
4. Immediate dissemination of this Memorandum is desired.


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

Encl: None

Reference:

To be included in the Perpetual Index
under the following subjects:

LEARNING RESOURCES

PRINTING MATERIALS

**Procurement and Delivery of Printing Materials
Bond Paper for Q1 to Q3 2022 - 2023**

| | DISTRICT | NO. OF REAMS |
|----|---------------|--------------|
| 1 | CAURTERO | 73 |
| 2 | DAO | 73 |
| 3 | DUMALAG | 74 |
| 4 | DUMARAO | 133 |
| 5 | IVISAN | 87 |
| 6 | JAMINDAN | 107 |
| 7 | MAAYON | 117 |
| 8 | MAMBUSAO EAST | 44 |
| 9 | MAMBUSAO WEST | 49 |
| 10 | PANAY | 106 |
| 11 | PANITAN | 91 |
| 12 | PILAR | 136 |
| 13 | PONTEVEDRA | 129 |
| 14 | PRES. ROXAS | 83 |
| 15 | SAPIAN | 78 |
| 16 | SIGMA | 76 |
| 17 | TAPAZ EAST | 67 |
| 18 | TAPAZ WEST | 77 |
| | | 1600 |

Procurement and Delivery of Printing Materials
Epson Ink 003 (set) for Q1 to Q3 2022 - 2023

| DISTRICT | NO. OF SET (INK) | | |
|-----------------|------------------|------------|-------------|
| | ELEM | SECONDARY | TOTAL |
| 1 Cuartero | 41 | 32 | 73 |
| 2 Dao | 44 | 31 | 75 |
| 3 Dumalag | 44 | 32 | 76 |
| 4 Dumarao | 67 | 66 | 133 |
| 5 Ivisan | 42 | 34 | 76 |
| 6 Jamindan | 57 | 52 | 109 |
| 7 Maayon | 61 | 64 | 125 |
| 8 Mambusao East | 36 | 18 | 54 |
| 9 Mambusao West | 35 | 23 | 58 |
| 10 Panay | 56 | 41 | 97 |
| 11 Panitan | 52 | 47 | 99 |
| 12 Pilar | 61 | 70 | 131 |
| 13 Pontevedra | 58 | 62 | 120 |
| 14 Pres. Roxas | 43 | 32 | 75 |
| 15 Sapián | 46 | 35 | 81 |
| 16 Sigma | 45 | 43 | 88 |
| 17 Tapaz East | 50 | 25 | 75 |
| 18 Tapaz West | 45 | 41 | 86 |
| 19 Capiz NHS | | 50 | 50 |
| TOTAL | 883 | 798 | 1681 |

SDO Capiz

73 Epson 003 black