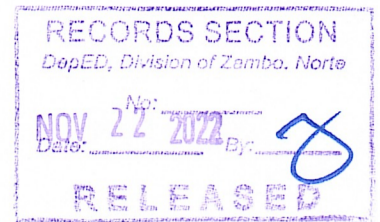




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 15, 2022

Division Memorandum No. 445 S. 2022

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

To: Heads, Elementary/Secondary Schools
School Property Custodians and Inspectorate Teams
All Others Concerned

1. This has reference to the Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools per Memorandum OUA-OUT-110422-006 dated 17 September 2021 from Kristan R. Ablan, Undersecretary for Administration, 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 (see attachment).
2. Relative thereto and to help facilitate information dissemination, this office directs the School Heads, School Supply Officers or Property Custodians and Inspectorate Teams to provide the required information by accessing this link: <https://tinyurl.com/DepEdSchoolDatabase>.
3. All concerned are likewise reminded to update the required working contact information during issuance/renewal of designation or not later than last week of February of every year.
4. Immediate dissemination of and compliance with this memorandum is enjoined.

VIRGILIO P. BATAN JR., CESO VI
Schools Division Superintendent

SUPjlr/Contact Information Database/DM014-111522



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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.