



Republic of the Philippines
Department of Education

MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District Administrative Officer II
District Property Custodians
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: CORRIGENDUM AND ADDENDUM TO UNNUMBERED DIVISION MEMORANDUM RE: DELIVERY, INSPECTION AND ACCEPTANCE OF LEARNING RESOURCE MATERIALS AND EQUIPMENT DATED JUNE 30, 2023

DATE: December 12, 2023

1. In connection with the hauling and delivery activities for the learning materials stored at Transpac Cargo Logistics, Inc. Regional Warehouse which shall commence on the 3rd week of December 2023, please be informed that the drop-off point for this purpose will be Mogpog Central School Hall, Gitnang, Bayan, Mogpog, Marinduque.
2. All school/district Administrative Officer II and District Property Custodians are directed to report to the abovementioned drop-off point during the time of delivery of the learning materials to conduct the checking and inspection procedures, as well as the sorting of the learning materials.

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3. The SDO Property and Supply Section shall spearhead the conduct of these activities, in coordination with the Administrative Officer V for Administrative Services Unit.
4. All other provisions stated in the Division Memorandum are still in effect.
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.

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