



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY

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May 18, 2017

OFFICE MEMORANDUM

To: Administrative Officer IV (Supply Officer)
Supply Office Personnel
Information Technology Officer
ICT Section Personnel
All Others Concerned

Subject: **CENTRALIZED SDO PROPER MULTIMEDIA AND IT EQUIPMENT MANAGEMENT**

1. To efficiently monitor and manage the use of all audio and video equipment of the Schools Division Office, sound systems including accessories and LCD projectors currently stored at the ICT office will be transferred to the **Supply Office**.
2. SDO personnel who needs to use any multimedia equipment is required to sign a borrower's slip or a Temporary Acknowledgement Receipt at the supply office. The equipment will be then released by any supply office personnel to the borrower.
3. The borrower shall be accountable for the multimedia equipment.
4. The role of the ICT personnel is to provide technical assistance on setting up the multimedia equipment upon request.
5. For information and guidance.

BEATRIZ G. TORNO, Ph.D., CESO IV
Officer-in-Charge, Office of the Regional Director
and Concurrent Officer-in-Charge
Office of the Schools Division Superintendent

For the OIC-Schools Division Superintendent


ROBERTO R. GONZALES
Administrative Officer V

Contact Numbers (Area Code: 074):

SDS Office	442-7819	Supply Office	442-4393
Accounting Office	442-4326	Alternative Learning System (ALS)	442-4393
Budget Office	442-4326	FVR Gym	246-0163
Front Desk Office	442-4326	Commission on Audit	424-1379
Planning & Research	446-6738		

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