

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

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Division Memorandum

No. 287, s. 2017

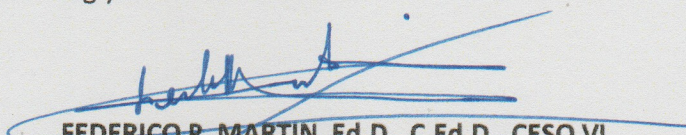
To: All Elementary and Secondary School Heads

From: **FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO VI**
Schools Division Superintendent

Date: 19 September 2017

Subject: **Submission of Educational Equipment and Facility Needs for Funding
through City General Fund**

1. Predicated on the request for the procurement of educational equipment and facilities, substantiated by the observation of the PSDS and EPS, this Office hereby requires all school heads to submit a list of the said items indicating therein specifications, price, and other details.
2. Senior High Schools shall prioritize the needed equipment and facilities relative to their course offerings such as TVL/EPP equipment, Science Laboratory Equipment, Sports Equipment, and the like while Elementary Schools shall prioritize Microscopes and Sports Equipment.
3. The deadline of submission shall be on September 22(Friday), 2017, 5:00 P.M.
4. Please send also an e-copy to jay2cgb@gmail.com using the Brigada Purchase Request Sample format issued earlier.
5. Be guided accordingly.


FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO VI
Schools Division Superintendent