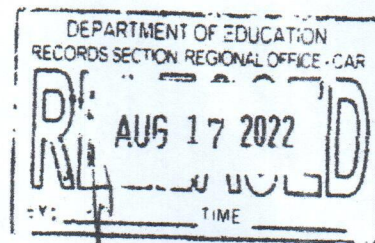




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

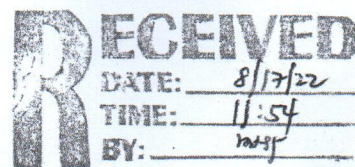


August 16, 2022

REGIONAL MEMORANDUM

No. 415.2022


DEPED DIVISION OFFICE
 SAGUIO CITY




To: Schools Division Superintendents
 Schools Division Supply Officers
 Elementary and Secondary School Principals
 Elementary and Secondary School Supply Officers
 All others concerned

**SUBMISSION OF INVENTORY OF GOVERNMENT PROCURED LAPTOP
 BEING USED BY ALL DEPARTMENT OF EDUCATION-CORDILLERA
 ADMINISTRATIVE REGION (DEPED-CAR) EMPLOYEES**

1. In reference to the annual conduct of physical count of property, plant and equipment, this office is requesting for the inventory of all government procured laptops being used by all DepEd-CAR employees both teaching and non-teaching.
2. The inventory shall be used as reference in preparing reports and/or recommendations to DepEd Central Office and other offices in support to the DepEd Computerization Program.
3. To facilitate the submission of the inventory, all DepEd-CAR Employees who received government procured laptops shall use the google form link <https://bit.ly/LAPTOPINVENTORY>. Schools Division Supply Officers, School Supply Officers/Property Custodians shall ensure submissions of all concerned on or before August 22, 2022.
4. Should you have inquiries, please contact the Asset Management Section through Daisy P. Eswat, Admin. Officer V at 09175975671 or car.ams@deped.gov.ph.
5. For information, guidance, and compliance.

To: School Administrators, Principals & Teachers In-Charge
 (Elementary & Secondary)
 FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, EdD, CEEd, CESO V
 Schools Division Superintendent
 ADMIN/MAB/dps


ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/ Regional Director

