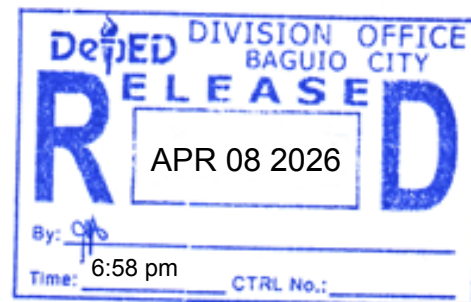




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



April 8, 2026

DIVISION MEMORANDUM
No. 236, s. 2026

SUPPLY AND DOOR-TO-DOOR DELIVERY OF SCHOOL FURNITURE UNDER THE BASIC EDUCATION FACILITIES FUND (BEFF) FOR CY 2024, CY 2024 SAVINGS, CY 2025 AND CY 2026 FOR SDO BAGUIO CITY

To: All Public Schools District Supervisors
Public Schools Heads
School Administrative Officer II
School Property Custodian
Others Concerned

1. Pursuant with Memorandum DM-OUHRODI-2026-0862 dated March 31, 2026 on the Supply and Door-to-Door Delivery of School furniture Under the Basic Education Facilities Fund (BEFF) for CY 2024, CY 2024 Savings, CY 2025, and CY 2026, **all recipient public schools (Enclosure A) are hereby reminded to observe the following during the delivery of school furniture:**

- a. Delivery shall be door-to-door (**assembled and ready for use** by learner and teachers).
- b. Delivery shall be made during office hours.
- c. The following documents are required during delivery (per school):
 - c.1. Inspection and Acceptance Report (IAR) showing the quantity of the items to be delivered
 - c.2. Delivery Receipt (DR) indicating the number of units and date of delivery
 - c.3. Inventory Transfer Receipt (ITR) reflecting the quantity of units to be delivered
- d. The School Inspection Team shall inspect the items delivered, whether they are in accordance with the requirements. The quantities indicated in the IAR, DR, and ITR shall be the same.
- e. The Supplier shall leave a copy of each of the signed IAR, DR and ITR.

2. The School Property Custodian shall prepare the **DR for submission to the SDO with attached copies of the IAR, DR and ITR** for booking-up purposes.

3. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

SAMUEL T. EGSAEN JR. EdD, CESO VI
Assistant Schools Division Superintendent

OSDS/SPMU-vgc





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SCHOOLS DIVISION OF BAGUIO CITY

Enclosure A

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
CY 2024 BASIC EDUCATIONAL FACILITIES FUND
PROVISION OF SCHOOL FURNITURE

Region	Division	School ID	School Name	Municipality	LD	No. of Sites	Individual Learner Table & Chair Set	Teacher's Table & Chair Set	Implementing Unit	Legend
CAR	Baguio City	136380	Adiwang Elementary School	BAGUIO CITY	Lone	1	135	3	Central Office Implementation	15% Allocation for Regular Cooperative
CAR	Baguio City	136382	Baguio Central school	BAGUIO CITY	Lone	1	360	8	Central Office Implementation	15% Allocation for Regular Cooperative

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
CY 2024 BASIC EDUCATIONAL FACILITIES FUND
PROVISION OF SCHOOL FURNITURE

Region	Division	School ID	School Name	Municipality	LD	No. of Sites	Individual Learner Table & Chair Set	Teacher's Table & Chair Set	Implementing Unit	Legend
CAR	Baguio City	136405	Bakakeng Elementary School	BAGUIO CITY	Lone	1	304	6	Central Office Implementation	2024 Repeat Order
CAR	Baguio City	136417	SPED Center (FL)	BAGUIO CITY	Lone	1	315	7	Central Office Implementation	2024 Repeat Order

REPUBLIC OF THE PHILIPPINES
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PROVISION OF SCHOOL FURNITURE

Region	Division	School ID	School Name	Municipality	LD	No. of Sites	Individual Learner Table & Chair Set	Teacher's Table & Chair Set	Implementing Unit	Legend
CAR	Baguio City	136410	Happy Hollow Elementary School	BAGUIO CITY	Lone	1	90	2	Central Office Implementation	2024 Repeat Order
CAR	Baguio City	136412	Lindawan Elementary School	BAGUIO CITY	Lone	1	90	2	Central Office Implementation	2024 Repeat Order
CAR	Baguio City	136415	Manuel A. Roxas Elementary School	BAGUIO CITY	Lone	1	270	6	Central Office Implementation	2024 Repeat Order
CAR	Baguio City	136392	Alfonso Tabora ES	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136396	Pinget Elementary School	BAGUIO CITY	Lone	1	135	3	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136404	Rizal Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
CY 2025 BASIC EDUCATIONAL FACILITIES FUND
PROVISION OF SCHOOL FURNITURE

Region	Division	School ID	School Name	Municipality	LD	No. of Sites	Individual Learner Table & Chair Set	Teacher's Table & Chair Set	Implementing Unit	Legend
CAR	Baguio City	136407	Crystal Cave Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136416	San Vicente Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	305276	Rizal National High School	BAGUIO CITY	Lone	1	180	4	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	305281	Pines City National High School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City		Pacdal (Liteng) Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136403	Apolinario Mabini ES	BAGUIO CITY	Lone	1	180	4	CENTRAL OFFICE IMPLEMENTATION	15% Allocation for Regular Cooperative



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
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 Email Address: baguio.city@deped.gov.ph



DepEd Tayo Baguio City



<https://depedpines.com>



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SCHOOLS DIVISION OF BAGUIO CITY

**CY 2026 BASIC EDUCATIONAL FACILITIES FUND
 PROVISION OF SCHOOL FURNITURE**

Region	Division	School ID	School Name	Municipality	LD	No. of Sites	Individual Learner Table & Chair Set	Teacher's Table & Chair Set	Implementing Unit	Legend
CAR	Baguio City	136381	Aguinaldo Elementary School	BAGUIO CITY	Lone	1	135	3	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136384	Dontogan Elementary School	BAGUIO CITY	Lone	1	180	4	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136385	Josefa Cariño Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136388	Elpidio R. Quirino Elementary School	BAGUIO CITY	Lone	1	270	6	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136389	San Carlos Heights Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136390	San Luis Elementary School	BAGUIO CITY	Lone	1	180	4	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136396	Pinget Elementary School	BAGUIO CITY	Lone	1	270	6	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136402	Gibraltar Elementary School	BAGUIO CITY	Lone	1	225	5	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136405	Bakakeng Elementary School	BAGUIO CITY	Lone	1	270	6	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136406	Camp 7 Elementary School	BAGUIO CITY	Lone	1	135	3	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136407	Crystal Cave Elementary School	BAGUIO CITY	Lone	1	405	9	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136410	Happy Hollow Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136412	Lindawan Elementary School	BAGUIO CITY	Lone	1	90	2	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier
CAR	Baguio City	136415	Manuel A. Roxas Elementary School	BAGUIO CITY	Lone	1	270	6	CENTRAL OFFICE IMPLEMENTATION	55% Allocation for Regular Supplier



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