



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)



Contact numbers:(08822)724615,(088)8564454  
Fax: (088)8564524

November 6, 2014

**DIVISION MEMORANDUM**

No. 265 s. 2014

To: All Public Schools District Supervisors (PSDS)  
All Elementary School Heads

From: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

Subject: **COMPLETION & SUBMISSION OF THE FORM**  
**(Accountable/ Authorized to Receive the G1-3**  
**Science and Mathematics Equipment/ Teachers' Kits)**

1. Pursuant to the letter from Chief Administrative Officer/ OIC DepED Regional Director dated November 4, 2014 which was anchored to letter of Raul C. La Rosa, Director III, National Science Teaching Instrumentation Center, dated October 22, 2014 re Mass Production, Supply and Delivery of G1 to G3 Teachers' Kits( Science and Mathematics Equipment) to the Public Elementary Schools , you are hereby requested to **accomplish and submit** the attached form necessary for the above mentioned activities.

2. All School Heads are requested to submit the accomplished form to their respective PSDSs on or before **November 14, 2014** and the PSDS are requested to submit the accomplished forms to the Division Office on or before November 17, 2014.

3. Enclosed is the sample form.

4. For your guidance and compliance.

CLL/rlg

(Sample Form)

School Letterhead

**RAUL C. LA ROSA**  
Director III  
National Science Teaching Instrumentation Center  
Department of Education.

Please be informed that the pictures, signature/s and other data appearing below are from the duly accountable officer/s of this School and they are authorized to receive the delivered equipment under the project: **Mass Production and Supply and Delivery of G1 to G3 Teacher's Kits (Science and Mathematics Equipment) to 31,969 Public Elementary Schools**, to wit:

<i>School Head</i>	<i>Assistant School Head</i>	<i>Supply Officer (SO) /Acting SO</i>	<i>Alternate Signatory</i>
<i>( Paste Passport Size Picture with Signature at the back)</i>	<i>( Paste Passport Size Picture with Signature at the back)</i>	<i>( Paste Passport Size Picture with Signature at the back)</i>	<i>( Paste Passport Size Picture with Signature at the back)</i>
_____ <i>(Signature over Printed Name)</i> _____ <i>(Position Title)</i>	_____ <i>(Signature over Printed Name)</i> _____ <i>(Position Title)</i>	_____ <i>(Signature over Printed Name)</i> _____ <i>(Position Title)</i>	_____ <i>(Signature over Printed Name)</i> _____ <i>(Position Title)</i>
<i>Contact Numbers:</i> 1.0 _____ 2.0 _____	<i>Contact Numbers:</i> 1.0 _____ 2.0 _____	<i>Contact Numbers:</i> 1.0 _____ 2.0 _____	<i>Contact Numbers:</i> 1.0 _____ 2.0 _____

Prepared By:

Verified Correct:

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Print Position Title of School Head)

**School Division Superintendent**  
Division of \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Postal Address of School)

\_\_\_\_\_  
(Print Postal Address of School Division Office)

Date : \_\_\_\_\_

Contact Numbers: \_\_\_\_\_



*Rhoda Mesa*

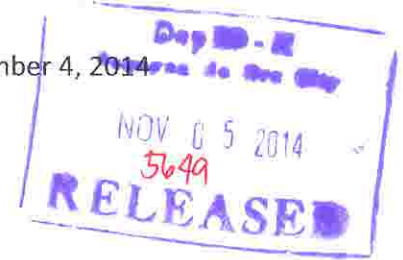
Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**

Gregorio A. Pelaez Sr. Memorial Sports Center  
Velez St., Cagayan de Oro City  
Tel. No.: (08822) 727836  
Fax No.: (08822) 720665



November 4, 2014

*3:W*  
Nov 05 2014



The Schools Division Superintendents/  
Officers In-Charge  
DepED Region X

Attention: Administrative Officer V/Supply Officer

Sir/Madam:

Greetings!

Attached is the letter of Raul C. La Rosa, Director III, National Science Teaching Instrumentation Center, dated October 22, 2014 re Mass Production and Supply and Delivery of G1 to G3 Teacher's Kits (Science and Mathematics Equipment) to 31,969 Public Elementary Schools in your respective divisions.

For your information and compliance.

Very truly yours,

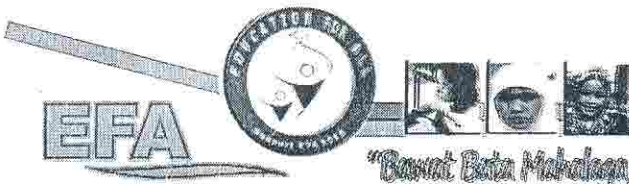
*Shirley O. Chatto*

**ATTY SHIRLEY O. CHATTO**  
Chief Administrative Officer  
Officer-In-charge  
Office of the Regional Director

Incl.: As stated

Re: Letter on Mass Production and Supply and Delivery of G1 to G3 Teacher's Kits  
(Science and Mathematics Equipment)

Cc: Raul C. La Rosa  
Director III  
National Science Teaching Instrumentation Center  
Ecotech Compound, Sudlon, Lahug, Cebu City







Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**NATIONAL SCIENCE TEACHING INSTRUMENTATION CENTER**

Ecotech Compound, Sudlon, Lahug, Cebu City  
Tel. Nos. (032) 2553633 to 35, 2553538  
Fax No. (032) 2553005 | e-mail: [depednstic@yahoo.com](mailto:depednstic@yahoo.com)



October 22, 2014

**THE SCHOOLS DIVISION SUPERINTENDENT**

Division of Misamis Oriental  
DepEd Regional Office No. X  
Cagayan de Oro City

**Project: Mass Production and Supply and Delivery of G1 to G3 Teacher's Kits (Science and Mathematics Equipment) to 31,969 Public Elementary Schools**

Dear Sir/Madam:

Previously, the Center with your valuable assistance, had successfully conducted the collection of authorized signatories in the recipient schools in Public Secondary schools for science equipment projects. We are expanding the same activity to cover the authorized signatories of recipient schools in the Elementary Level under the above mentioned project. This exercise is important to prevent swapping, non-delivery and other problems during the delivery of the goods.

Again with your indulgence, we would like to respectfully request your assistance in the reproduction of the sample signature form and distribute these forms to the schools that are included in the attached list of recipient school/s in your Division. The form will serve a dual purpose for it also requires a signed recent photo of the authorized officials, so that they can easily be recognized during the delivery of goods by concerned suppliers in the schools. For the convenience of every recipient school, the signature forms can also be downloaded from the DepED-NSTIC website at [www.nstic.net.ph](http://www.nstic.net.ph).

Please convince the recipient schools to submit as early as possible all the accomplished signature forms of the authorized accountable officer(s) to the Division Office so that NSTIC will have ample lead time to furnish copies to the DepED Central Office and the supplier before the start of the delivery of the goods. As soon as the forms are collected, the Division Office is encouraged to submit all verified forms of the recipient schools to the NSTIC Office on the last week of **November, 2014**.

With your committed efforts to help the learners in your area, we are confident to receive the documents soonest. Our heartfelt gratitude in anticipation of the assistance extended for this very crucial task which is to ensure that the goods reached its intended beneficiary. Thank you.

Very truly yours,

  
**BAUL C. LA ROSA**  
Director III