



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



December 19, 2016

DIVISION MEMORANDUM

No. 578 s. 2016

TO : Public School District Supervisors
Secondary School Heads
Secondary School Property Custodians
District Property Custodians

FROM: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent *Cherry Mae Limbaco*

Re: **SCHEDULE AND GUIDELINES IN THE DISTRIBUTION OF
SCHOOL SUPPLIES FOR ELEMENTARY AND SECONDARY
TEACHERS**

1. The Schedule of Distribution by District (Elementary and Secondary Schools):

DATE	SCHOOL/ DISTRICT	VENUE
December 22, 2016	All Secondary Schools – First Congressional District	Procurement Service, Bulua, Cagayan de Oro City
December 23, 2016	All Secondary Schools – Second Congressional District	Procurement Service, Bulua, Cagayan de Oro City
December 27, 2016	All District	Supply Section, Division Office, Division of Misamis Oriental

2. You are advise to receive the school supplies in the morning of the scheduled date and place of distribution
3. The distribution of school supplies shall be use in classroom teaching.
4. Immediate dissemination of this memorandum is desired.

CLL/egpc