



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X



**DIVISION OF MISAMIS ORIENTAL**

**Cagayan de Oro City**

Tel Nos. (088) 856-4454 / (08822) 72-46-15  
Fax No. (088) 856-4524 / e-mail: deesmisor@norminet.org.ph

MEMORANDUM

No. <sup>12</sup>.....2015

TO: Rudy O. Magdugo  
Jocelyn M. Jover  
Remedios P. Virador  
Betsy E. Madroño  
Zosima de Leon  
Riza P. Casiño  
Eden Bacarra  
Oliver G. Janubas  
Franklin Cabatingan  
Afredo Adis  
Lilibeth Cavalida

Floro S. Ampo  
Jason D. Pakino

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

Re: DEPLOYMENT OF LAPTOPS FOR DISTRICT ALS COORDINATORS

Date: January 13, 2015

1. The Department of Education through the Bureau of Alternative Learning System is giving multimedia package composed of laptop, an LCD projector and a projector screen to some District ALS Coordinators. However, due to financial and administrative constraint of the department, its impossible to deliver the said package to the respective divisions.
2. In this end, you are hereby authorized to get/pick up the multimedia package from the central office (Bureau of Alternative Learning System (BALS) and sign the Invoice Receipt of Property (IRP) on January 20-22,2015.
3. Traveling and other expenses incurred shall be charged against local funds / local school board funds subject to usual government accounting and auditing rules and regulations.
4. For your information and compliance.

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