



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF LAPU-LAPU CITY



December 15, 2016

DIVISION MEMORANDUM
NO. 341, s. 2016

**LETTERS FROM CONGRESS, LGUS, SCHOOLS, NGOS, OFFICES, ETC.
REQUESTING FOR SCHOOL BUILDINGS, CLASSROOMS, REPAIRS,
COMPUTER EQUIPMENT, VEHICLES, ETC.**

To : Asst. Schools Division Superintendent
Chiefs, SGOD and CID
Administrative Officer V
Legal Officer III
Engineer III
Public Schools District Supervisors
School Heads

1. We have received the attached memorandum from the Office of the Undersecretary for Administration (OUA) dated December 7, 2016 informing us that their office will be compiling all the letters from Congress, LGUs, Schools, NGOs, Offices, etc. requesting for school buildings, classrooms, repairs, computer equipment, vehicles, etc. **from June 30, 2016 up to December 2016.**
2. If you have received letter requests containing the above subject for the period of June 30 up to December 2016, kindly submit copies of the same to the Receiving Section of the Division Office **not later than December 19, 2016.**
3. The Division Office through its Legal Officer III and Engineer III will consolidate all letters for the Division of Lapu-Lapu City and shall be submitted to the Office of the Undersecretary for Administration (OUA) on December 20, 2016.
4. For widest dissemination and compliance.

Marilyn S. Andales
MARILYN S. ANDALES, Ed. D., CESO VI
Schools Division Superintendent *pu*



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

**FOR: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PRINCIPALS**

FROM: ALAIN DEL B. PASCUA
Undersecretary for Administration

**SUBJECT: LETTERS FROM CONGRESS, LGUS, SCHOOLS, NGOS,
OFFICES, ETC. REQUESTING FOR SCHOOL
BUILDINGS, CLASSROOMS, REPAIRS, COMPUTER
EQUIPMENT, VEHICLES, ETC.**

DATE: December 7, 2016

The Office of the Undersecretary for Administration (OUA) will be compiling all letters from Congress, LGUs, Schools, NGOs, Offices, etc. requesting for school buildings, classrooms, repairs, computer equipment, vehicles, etc. that have been received by the Department of Education through its various offices, offices and instrumentalities from June 30 up to December 31, 2016 for consolidation and documentation.

As such, may we request for available copies of these letters that have been received by your office and still in your files or custody, whether the same have already been routed and/or submitted to the OSEC, OUA and/or other offices, in order not to miss any letter that might have slipped our attention. May we request for the copies by December 20 please.

It is the intention of OUA to come up with a consolidated listing of all requests from June 30 to December 31, 2016 to ensure that such requests have been acted upon and included in our validation process.

For your appropriate and immediate action.

Office of the Undersecretary for Administration

(Administration, Information and Communication Technology, Disaster Risk Reduction and Management,
Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities / School Buildings)
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