



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



August 31, 2017

DIVISION MEMORANDUM

No. 558s, 2017

**FINAL FOLLOW-UP DEPED RVII CEBU DIVISION SME KIT DELIVERY MONITORING
OF 2016 (GRADES 1-4) AND 2017(GRADES 4-6, 11-12)**

FROM: Contract Management Division Procurement Service (depedpscmd@gmail.com)

TO: Assistant Schools Division Superintendent
SGOD, CID
Science and Mathematics Supervisors
Public Schools District Supervisors
Secondary School Principals
District and School Property Custodians
Science and Mathematics Teachers and other concerned

1. It has come to the attention of the office that the field, specifically the recipient schools of the Science and Math Equipment deliveries have not complied the required reports to the Contract Management Division – Procurement Service DepEd CO.
2. It is required in the attach copies of follow-up letter e-mailed to the Division Office that a complete submission of reports be done ASAP.
3. Immediate, wide dissemination and compliance is enjoined.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Subject: Final Follow Up - R7 (Cebu) SME Kit Delivery Monitoring of 2016
From: Contract Mangement Division Procurement Service (depedpscمد@gmail.com)
To: rheamarangtud@yahoo.com;
Cc: arcelo_mnhs@yahoo.com;
Date: Tuesday, August 29, 2017 11:40 AM

RHEA MAR A. ANGTUD, CESO VI

Schools Division Superintendent

Division of Cebu

Region VII

Dear **Dr. Angtud**,

Cheers to you and to all the staff in your Division!

This is a follow-through letter of the Contract Management Division (CMD), Procurement Management Service, DepEd Central Office requesting assistance in facilitating the submission of accomplished Delivery Information Forms for Grades 1 to 6 SME Kits, (a 2016 delivery monitoring) from your respective schools in your division.

Please be informed that since our follow up letter in July 2017, we now have approximately 2,000 submissions received as of August 18 which is a significant 5.18% increase in the total number of submissions nationwide. However, out of 38, 603 SME Kit recipient public elementary schools nationwide of 2016, only 5, 845 (15.14%) schools have submissions leaving 32,758 (84.86%) schools still without submissions or no response at all.

In this reason, the CMD Office would like to specifically ask your supply officers, property custodians or designated personnel, to closely coordinate with each of all your division schools using the attached checklist. For schools that cannot submit, kindly specify the reason. Please send us the checklist after completion.

The schools may still submit the accomplished forms through any of the following methods:

1. thru email at **depedpscمد@gmail.com**;
2. by telefax at **(02) 635-3762**;
3. by printed submission thru the Records Division or direct to the CMD Office located at 5th Floor, Mabini Building, DepEd Central Office, Pasig City.

Submission deadlines:

1. **September 15, 2017** for the accomplished DIF by Schools
2. **September 20, 2017** for the accomplished checklist by Supply Officers/Custodians

Rest assured that all submissions will be properly acknowledged and recorded. Non-submissions are noted as well for proper action and subject for site visitation.

Thank you very much for the continued support in this endeavor.

Yours truly,

Contract Management Division

Procurement Management Service

Department of Education (Central Office)

5th Floor Bonifacio Building, DepEd Complex

Meralco Avenue, Pasig City

Office No: (02)635-3762

Encl:

Delivery Information Forms

Checklist of Schools (With and Without Submissions)

Guidelines in Filling Out and Submission of the Delivery Information Form

Google drive link: <https://drive.google.com/drive/folders/0ByEPlqAOj8ENd0tzN0UtQ2ZCRUU?usp=sharing>

Note: Please acknowledge upon receipt of this email.

Attachments

- R7.rar (245.22KB)
- Guidelines to Fill Out DIF (2016).docx (27.02KB)
- R7_SME Kit G1 to G3 DIF_2016 Project, Final Follow Up.xlsx (16.62KB)
- R7_SME Kit G4 to G6 DIF_2016 Project, Final Follow Up.xlsx (18.59KB)
- Region 7 List of Submissions_as of Aug 2017.xlsx (152.74KB)

- [Submission Count Update as of Aug 18, 2017 \(2016 Contract\).xlsx \(63.20KB\)](#)