



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. *36*, s. 2023

18 JAN 2023

**IMPLEMENTATION OF CONSOLIDATION AND MAINTENANCE OF DATABASE ON
UPDATED CONTACT INFORMATION OF REGIONAL OFFICERS,
SCHOOLS DIVISION OFFICERS, AND SCHOOLS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ DICs
Elementary and Secondary School Heads
District ICT Coordinators
All Others Concerned

1. Pursuant to DepEd Memorandum dated November 4, 2022, titled **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices and Schools**, this Office hereby directs Division Office and all Public Schools to feed herein, on an annual basis or as often as necessary the database with the latest contact information of the division and school officials and personnel particularly:
 - A. **Schools Division Office – Schools Division Superintendent, Division Supply Officer, and Inspectorate Team**
 - B. **Public Schools – School Head, School Supply Officer or School Property Custodian, and Inspectorate Team**
2. The Division Office and Schools shall access the link indicated below to update the necessary required working contact information not later than **last week of February of every year**.
 - A. For Division Office: <https://tinyurl.com/DepEdDivisionDatabase>
 - B. For Public Schools: <https://tinyurl.com/DepEdSchoolDatabase>



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

3. This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.
4. Immediate dissemination and compliance with this Memorandum is enjoined.

By Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD

OIC-Office of the Asst. Schools Division Superintendent
Office-in-Charge

1/17/23

18

SPP/OSDS-ICT/RVG/gao

This Office respectfully reminds **all Regional Offices, Schools Division Offices** for the Updated Contact Information for the current year of **2023**, please submit your updated contact information **not later than the last week of February (February 27-28, 2023)**. Please refer to the attached Memorandum **OUA-OUT-110422-006 - Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools**, dated November 4, 2022.

Access the link indicated below to update contact information:

- a. **For Regional Offices:** <https://tinyurl.com/DepEdRegionalDatabase>
- b. **For Division Offices:** <https://tinyurl.com/DepEdDivisionDatabase>
- c. **For Public Schools:** <https://tinyurl.com/DepEdSchoolDatabase>



DepEd Negros Oriental <negros.oriental@deped.gov.ph>

[REGION NO. VII] [2023 UPDATE] Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools

2 messages

Contract Management Division Procurement Management Service

Thu, Jan 12, 2023 at 4:23

<procms.cmd@deped.gov.ph>

PM

To: DepEd Region VII Central Visayas <region7@deped.gov.ph>, R7 SDO Bohol <deped.bohol@deped.gov.ph>, cebu@deped.gov.ph, DepEd Negros Oriental <negros.oriental@deped.gov.ph>, siquijor@deped.gov.ph, DepEd Bais City <bais.city@deped.gov.ph>, R7 SDO Bayawan City <bayawan.city@deped.gov.ph>, R7 SDO Bogo City <bogo.city@deped.gov.ph>, Carcar City Division <carcarcitydivision@yahoo.com.ph>, DepEd Cebu City <cebu.city@deped.gov.ph>, R7 SDO Danao City <danao.city@deped.gov.ph>, R7 SDO Dumaguete City <dumaguete.city@deped.gov.ph>, DepEd Guihulungan City <guihulungan.city@deped.gov.ph>, R7 SDO Lapu-Lapu City <deped.lapulapu@deped.gov.ph>, DepEd Mandaue City Division <mandaue.city001@deped.gov.ph>, tagbilarancity.division@deped.gov.ph, R7 SDO Talisay City <talisaycity.division@deped.gov.ph>, DepEd Toledo City <toledo.city@deped.gov.ph>, depedtanjaycity@deped.gov.ph

**REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHER CONCERNED**

Dear Sirs/Mesdames,

This Office respectfully reminds **all Regional Offices, Schools Divisions Offices, and Schools** on the deadline for the Updated Contact Information for the current year of **2023**, please submit your updated contact information **not later than the last week of February (February 27-28, 2023)**. Please refer to the attached Memorandum **QUA-OUT-110422-006 - Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools**, dated November 4, 2022.

Access the link indicated below to update contact information:

- a. **For Regional Offices:** <https://tinyurl.com/DepEdRegionalDatabase>
- b. **For Division Offices:** <https://tinyurl.com/DepEdDivisionDatabase>
- c. **For Public Schools:** <https://tinyurl.com/DepEdSchoolDatabase>

For the Schools Divisions Offices, please facilitate the dissemination of this advisory to your respective Schools for their compliance. Attached herewith a matrix of the schools that already submitted their updated contact information for 2023, for your information.

For your information and compliance.

Very truly yours,

**CONTRACT MANAGEMENT DIVISION**

Room M-509, 5/F Mabini Building, DepEd Complex
Meralco Avenue, Pasig City, 1600 Philippines
☎ (632) 8635-3762 ✉ procms.cmd@gmail.com

Please acknowledge upon receipt. Thank you!

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

2 attachments

QUA-OUT-110422-006.pdf
391K

<https://mail.google.com/mail/u/0/?ik=fb5587f466&view=pt&search=all&permthid=thread-f%3A1754804369111722593&simpl=msg-f%3A17548043...> 1/2



Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-110422-006

MEMORANDUM

04 November 2022

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHER CONCERNED**

FROM : 
KRISTIAN R. ABLAN
Undersecretary for Administration



SUBJECT : **IMPLEMENTATION OF CONSOLIDATION AND
MAINTENANCE OF DATABASE ON THE UPDATED
CONTACT INFORMATION OF REGIONAL OFFICES,
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

The Department of Education (DepEd) Central Office issues the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Division Offices and Schools** to facilitate the dissemination of allocation lists and technical specifications of the Central Office procured goods for delivery to schools, schools division offices or regional offices, contract implementation monitoring, feedback mechanism, and other procurement-related concerns and communications

In view of this concern, the Regional Offices (for regional office data), and Schools Division Offices (for schools division office and public schools' data) are hereby directed to feed herein, on an annual basis or as often as necessary, the database with the latest contact information of the regional, division, and school officials and personnel, particularly:

- 1) Regional Office – Regional Director, Regional Supply Officer, and Inspectorate Team
- 2) Schools Division Office – Schools Division Superintendent, Division Supply Officer, and Inspectorate Team
- 3) Public Schools – School Head, School Supply Officer or School Property Custodian, and Inspectorate Team

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

The Regional Offices and the Division Offices shall access the link indicated below to update the necessary required working contact information **not later than last week of February of every year.**

- a. For Regional Offices: <https://tinyurl.com/DepEdRegionalDatabase>
- b. For Division Offices: <https://tinyurl.com/DepEdDivisionDatabase>
- c. For Public Schools: <https://tinyurl.com/DepEdSchoolDatabase>

This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.

For more information and/or concerns, please contact the Procurement Management Service - Contract Management Division through email address procms.cmd@deped.gov.ph or at telephone number (02) 8635-3762.

For your information and compliance.

Thank you.