



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

Office of the Schools Division Superintendent

MEMORANDUM

MLA-2023- 52

TO : KARLA P. ANTONIO
RUBY JEAN ESTRELLITA M. BIDAURE
MA. IRENE CECILIA ELEMIA
IVONE MARIE VILAFRANCA-JARDIN
AMABEL HERRERA
ANDRIE P. AMOR
JESSE JOHN PAGASIAN
REGINA CLARINA E. EMPESO

By the Authority of the Schools Division Superintendent:

FROM : **MARCELO K. PALISPIS EdD, JD**
OIC-Asst. Schools Division Superintendent
Office-In-Charge

SUBJECT : **SPOT INSPECTION OF TURNED OVER TELEVISION SETS**

DATE : January 31, 2023

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1. In consonance with Bids and Awards Committee (BAC) processes and inventory of government processes and its utilization, you are hereby requested to participate in the Spot Inspection of Turned Over Television Sets for Kindergarten to Grade 4 classes on February 2, 2023.
 2. The following are the schools scheduled for Spot Inspection:
 - a. Sumaliring ES
 - b. Felipe Tayko MS
 - c. Caticugan ES
 - d. Sandulot ES
 3. Monitoring will include the following:
 - Checking of ICS;
 - Validation of Property Stickers;
 - Utilization of the Equipment in the appropriate classes;
 - Proper care for the equipment; and
 - Proper installation in the classrooms in compliance to safe learning spaces;
 4. Travelling and other expenses incurred during the activity shall be charged against Division MOOE and other local funds.
 5. This serves as **AUTHORITY TO TRAVEL**.
 6. For guidance and compliance.