

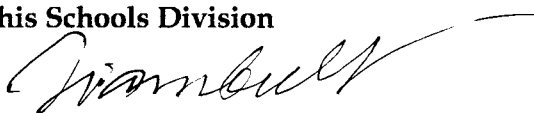


Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

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Office of the Schools Division Superintendent

Division Memo. 385, 2022  
MEMORANDUM

TO : **Nancy T. Tendero, Nathaniel A. Mendiola,  
Lauriel A. Balucan**  
This Schools Division  


FROM : **FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

SUBJECT : **ACCOUNTING THE DELL LATITUDE 3420 LAPTOPS**

DATE : **September 21, 2022**

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**Nancy T. Tendero**, former Supply Officer

As the Supply Officer when the **Dell Latitude 3420 Laptops** were delivered to the Schools Division Office of Dapitan City, **you must submit to the Superintendent Office the LIST of the total number of laptops you received with the DELIVERY RECEIPTS, and the LIST of the NAME of each recipient indicating respective school on or before September 23, 2022.**

**Nathaniel A. Mendiola**, current Supply Officer

As the current Supply Officer, **you are directed to submit to the Superintendent Office the Number of Laptops you had accounted with the SUPPORTING DOCUMENTS indicating the LIST of RECIPIENTS with respective schools they are currently assigned to on or before September 23, 2022.**

**Lauriel A. Balucan**, IT Officer

As the IT Officer, **you are to provide the Superintendent Office the LIST of RECIPIENTS of the Dell Latitude 3420 Laptops with respective schools of the recipients based on the monitoring you did as the IT Officer on or before September 23, 2022.**

