



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

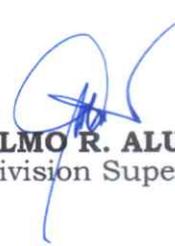
DIVISION MEMORANDUM
No. **669**, s. 2025

3 OCT 2025

**SUBMISSION OF DELIVERY DOCUMENTS FOR DELIVERIES FROM THE
CENTRAL OFFICE AND REGIONAL OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Inventory Committee
All Public School Heads
All School Supply Officers
All Others Concerned

1. To ensure proper documentation and validation of items delivered directly to schools, all concerned are hereby directed to submit delivery documents for all deliveries originating from the Central Office (CO) and Regional Office (RO).
2. For previous deliveries, all schools are instructed to upload the scanned delivery documents of all deliveries from CO and RO to <https://tinyurl.com/DepEdBatacCORODeliveries> on or before October 31, 2025.
3. For future deliveries, schools are likewise instructed to inform the Division Office within five (5) working days from the date of receipt by emailing the scanned delivery documents and photodocuments to batac.city@deped.gov.ph.
4. This initiative also aims to provide the provisional members of the Division Inventory Committee with adequate documentation to support the validation process during the upcoming 2025 Physical Count of Properties.
5. For immediate dissemination and strict compliance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Enclosure: None
Reference: None
To be included in the Perpetual Index
Under the following subject:

ASSET
INFORMATION AND TECHNOLOGY
LEARNING RESOURCES

ADO/25012 Submission of CO and RO Delivery Documents



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993