



OUID00-0920-0014
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0920-0014
MEMORANDUM
01 September 2020

For: **Regional Directors**
Schools Division Superintendents
Regional and Division Supply Officers
Regional and Division IT Officers

Subject: **REPORTING DONATED IT EQUIPMENT**

In order to update inventories and to properly recognize efforts made by Local Government Units (LGUs) and other external partners, the Office of the Undersecretary for Administration (OUA) is hereby requesting all Regions and Divisions to submit a report of all IT Devices donated/granted to their respective offices in response to the Basic Education – Learning Continuity Plan (BE-LCP).

Please include the following details in the report:

1. Donor Name (individual or group/agency/office)
2. Name of Item (Brand name, type/kind)
3. Item Description (Specifications)
4. Quantity
5. Photo of Item

Please submit all reports on or before 09 September 2020 to usec.admin@deped.gov.ph with the subject “REPORT: Donated IT Equipment (NAME OF OFFICE)”

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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