


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024-1292

TO : **School Division Superintendents**

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **Updating of School Furniture Inventory**

Date : November 13, 2024

1. Attached is Memorandum DM-OUHROD-2024-2222 from the Office of the Undersecretary for Human Resource and Organizational Development relative to the Updating of School Furniture Inventory.
2. As stated, all Schools Division Offices are directed to prepare and submit an updated inventory of all **School Furniture** within the Division using the attached template which can be downloaded through this link: tinyurl.com/SFInventoryEFD and submit to the Office of Human Resource and Organizational Development via email at ousif.efd@deped.gov.ph.
3. For compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

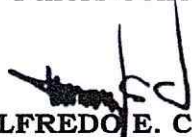


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2222

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION ENGINEERS
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **UPDATING OF SCHOOL FURNITURE INVENTORY**

DATE : NOVEMBER 4, 2024

In order to establish data on school furniture requirements, this Office requests your assistance in updating the inventory of operational school furniture, regardless of design, as well as the updated enrolment data.

The template and its corresponding guide to be used for updating the aforementioned data can be downloaded through this link: tinyurl.com/SFInventoryEFD. **The deadline for submission is on or before November 15, 2024 (Friday).**

Should you have any questions or clarifications, you may contact the **Education Facilities Division** at telephone number **8638-7110** or email at ousif.efd@deped.gov.ph.

For strict compliance.