



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION




REGIONAL MEMORANDUM

ORD-2025- 265

TO : School Division Superintendents

FROM : ~~JOCELYN DR ANDAYA~~
Regional Director – NCR
Concurrent Officer-In-Charge, Office of the Regional Director
Assistant Secretary for Operations


CRISTITO A. ECO
Director III
Officer-In-Charge

SUBJECT : 1st Quarter Coordination Meeting of Supply Officers

Date : March 14, 2025

1. To provide technical assistance and updates related to Asset Management, the 1st Quarter Coordination Meeting for CY 2025 with Division Supply Officers will be on March 28, 2025, from 9:00 am onwards at the LR Building 2nd Floor.
2. Agenda items include:
 - a. Status of Textbooks (TX) and Teachers Manual (TM)/Learning Materials Delivery (Procured by Regional Office).
 - b. Updates on the EPA 2024 and 2025 incoming deliverables (Tablets, Smart TVs, Laptops for Teacher/Non-Teaching) procured by the Regional Office
 - c. Other Matters
3. Meals of the participants shall be charged against MOOE funds (RO), while travel expenses of SDO participants shall be charged against local funds of the Division both subject to existing budgeting, accounting, and auditing rules and regulations.
4. For information and compliance.



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

