



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 20, 2023

DIVISION MEMORANDUM

NO. 024, series 2023

TO: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public Elementary/Secondary School Heads
Division IT Officer
PSB Members
All others concerned
This Division

**DISSEMINATION OF DM - OUA-OUT-110422-006
(IMPLEMENTATION OF CONSOLIDATION AND MAINTENANCE
OF DATABASE ON THE UPDATED CONTACT INFORMATION OF
REGIONAL OFFICES, SCHOOLS DIVISION OFFICES, AND SCHOOLS)**

1. The Office hereby informs the field of **DM - OUA-OUT-110422-006** on the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools** to facilitate the dissemination of allocation lists and technical specifications of the Central Office procured goods for delivery to schools, schools division offices or regional offices, contract implementation monitoring, feedback mechanism, and other procurement-related concerns and communications.

2. In view of this concern, Schools Division Offices and schools are hereby directed to feed herein (see attached link), on annual basis or as often as necessary, the database with the latest contact information of the division and school officials and personnel, particularly:

- a. Schools Division Office – Schools Division Superintendent, Division Supply Officer, and Inspectorate Team
- b. Public Schools – School Head, School Supply Officer or School Property Custodian, and Inspectorate Team.



Address: IBJT Compound, Carangan, Ozamiz City
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3. The Schools Division Offices and public schools shall access the link indicated below to update the necessary required contact information **not later than last week of February of every year.**

- a. For Division Offices - <https://tinyurl.com/DepEdDivisionDatabase>
- b. For Public Schools - <https://tinyurl.com/DepEdSchoolDatabase>

4. Moreover, this Office directs the Division IT Officer to be responsible for the updating of the database for the Schools Division Office and the School Heads for their respective schools.

5. This Memorandum shall take effect immediately upon its issuance and non-compliance to this policy shall be dealt with accordingly.

6. Wide dissemination and compliance of this memorandum is hereby enjoined.


JEAN G. VELOSO
Schools Division Superintendent

Reference: DM-OUA-OUT-110422-006
To be indicated at the Perpetual index
under the following subjects:

Issuances Policies

MPM/DM- Dissemination OUA-OUT-110422-006
12:08pm/January 20, 2023



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