



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 050, s. 2023

FEB 08 2023

**IMPLEMENTATION OF CONSOLIDATION AND MAINTENANCE OF DATABASE  
ON THE UPDATED CONTACT INFORMATION OF REGIONAL OFFICES,  
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

To: Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Supply Officer/Property Custodian/Inspectorate Team  
All Others Concerned

1. Attached is the Memorandum from the Office of the Undersecretary for Administration titled **"Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools."**
2. Anent this, the Schools Division Office and all public elementary and secondary schools are directed to provide the Updated Contact Information for the current year 2023.
3. Access the link indicated below to update the contact information:
  - a. For Division Offices: <https://tinyurl.com/DepEdDivisionDatabase>
  - b. For Public Schools: <https://tinyurl.com/DepEdSchoolDatabase>
4. All public schools should provide the latest contact information of the following personnel on or before February 17, 2023:
  - School Head;
  - School Supply Officer or School Property Custodian; and
  - Inspectorate Team
5. Immediate dissemination of and compliance with this Memorandum are desired.

**LEA C. BELLEZA EdD**

OIC - Asst. Schools Division Superintendent  
In-Charge of the Division





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-110422-006

**MEMORANDUM**

04 November 2022

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHER CONCERNED**

FROM :   
**KRISTIAN R. ABLAN**  
Undersecretary for Administration



SUBJECT : **IMPLEMENTATION OF CONSOLIDATION AND  
MAINTENANCE OF DATABASE ON THE UPDATED  
CONTACT INFORMATION OF REGIONAL OFFICES,  
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

The Department of Education (DepEd) Central Office issues the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, 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

In view of this concern, the Regional Offices (for regional office data), and Schools Division Offices (for schools division office and public schools' data) are hereby directed to feed herein, on an annual basis or as often as necessary, the database with the latest contact information of the regional, division, and school officials and personnel, particularly:

- 1) Regional Office – Regional Director, Regional Supply Officer, and Inspectorate Team
- 2) Schools Division Office – Schools Division Superintendent, Division Supply Officer, and Inspectorate Team
- 3) Public Schools – School Head, School Supply Officer or School Property Custodian, and Inspectorate Team

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**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City: Landline 8638-1780  
Email: [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph)



The Regional Offices and the Division Offices shall access the link indicated below to update the necessary required working contact information **not later than last week of February of every year.**

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

This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.

For more information and/or concerns, please contact the Procurement Management Service - Contract Management Division through email address [procms.cmd@deped.gov.ph](mailto:procms.cmd@deped.gov.ph) or at telephone number (02) 8635-3762.

For your information and compliance.

Thank you.