



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DAVAO DE ORO
26 JUN 2023
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Office of the Schools Division
Superintendent

June 20, 2023

DIVISION MEMORANDUM

No. 523, s. 2023

RELEASE OF MEDIA CENTER BROADCASTING EQUIPMENT

TO : **DR. WILMA P. DAMOLE**
Principal IV
School Head of Magnaga National High School

Attention:
MICHAEL F. CANTONES
SPJ Focal Person
Magnaga National High School

1. This Office hereby advises Mr. Michael F. Cantones, SPJ Focal Person of Magnaga National High School to pull out Media Center Broadcasting equipment at the Supply Office on June 21, 2023.
2. Further, a secured area for storage shall be identified to safeguard these equipment and proper entry to the property inventory of the school and entered into the books of accounts
2. Travel allowance and other related expenses incurred by the personnel from the school shall be charged against MOOE subject to the government's accounting and auditing rules and regulations.
3. Immediate dissemination of this Memorandum to the concerned is desired.


CRISTY C. EPE
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

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