



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. 380 s. 2024


DISTRIBUTION OF LAPTOP FOR NON TEACHING PERSONNEL

To: Public Schools District Supervisors
SHS Administrative Officers II
Elementary Administrative Officers Team Leader

1. In reference with Memorandum ICTS-OD-MM-2024-0315 " Guidelines on the Delivery and Distribution of DCP Packages 2023 & 2024" the Division Office shall manage the distribution of laptops for Non Teaching Personnel – Administrative Officer II of schools.
2. The 32 Administrative Officers II of SHS and 33 Elementary Administrative Officer Team Leaders from each district are advised to pick up the units at the Division Office – Property and Supply Unit on the schedule stated below:

EDDIS	Date
1 & SHS	September 17, 2024 / 8:00 – 4:00
2 & 3	September 18, 2024 / 8:00 - 4:00
4, 5 & 6	September 19, 2024 / 8:00 – 4:00

2. The Administrative Officers II of SHS as recipient will personally received the unit.
3. Elementary Administrative Officer Team Leaders from each district will be responsible for the issuance of the units intended for the recipients. Please see attached allocation list.
4. This memorandum serves as the travel authority of all concerned personnel.
5. Immediate and wide dissemination of this Memorandum is enjoined.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

Property & Supply Unit
Sept. 10, 2024

LAPTOP FOR ADMINISTRATIVE OFFICER II

EDDIS	DISTRICT	QUANTITY
1	BULACAN	11
	CALUMPIT NORTH	7
	CALUMPIT SOUTH	8
	HAGONOY EAST	10
	HAGONOY WEST	9
	PAOMBONG	5
	PULILAN	12
2	BALIUAG NORTH	8
	BALIUAG SOUTH	9
	BUSTOS	5
	PLARIDEL	13
3	DRT	14
	SAN ILDEFONSO NORTH	5
	SAN ILDEFONSO SOUTH	6
	SAN MIGUEL NORTH	6
	SAN MIGUEL CENTRAL	6
	SAN MIGUEL SOUTH	8
	SAN RAFAEL EAST	3
	SAN RAFAEL WEST	7
4	MARILAO NORTH	8
	MARILAO SOUTH	5
	OBANDO	6
5	BALAGTAS	9
	BOCAUE	11
	GUIGUINTO	13
	PANDI NORTH	6
	PANDI SOUTH	4
6	ANGAT	8
	NORZAGARAY EAST	5
	NORZAGARAY WEST	4
	STA. MARIA CENTRAL	8
	STA. MARIA EAST	2
	STA. MARIA WEST	5