



Republic of the Philippines  
**Department of Education**  
DIVISION OF SOUTH COTABATO


NOV 25 2019

**MEMORANDUM to -**

Sherwin Narciso, Edwards NHS  
Sunny Sinadjan, Norala NHS  
Bryan Corpuz, Tantangan NHS  
Vincent Celeste, Bukay Pait NHS

**SETTING-UP OF IT EQUIPMENT/DEVICES IN THE DIFFERENT  
SECTIONS/UNITS OF THE SCHOOLS DIVISION OFFICE**

1. In the exigency of service and in support to the Schools Division Office's objective to provide quality service to its customers, the ICT Unit shall conduct the setting-up of IT equipment/devices in the different sections/units.
2. Anent this, all identified personnel are directed to report to SDO South Cotabato ICT Unit Office from November 27 to 30, 2019 to do the setting-up of equipment/devices.
3. Further, they are advised to bring tools and equipment that may be needed in the performance of the activity.
4. For any inquiry regarding the activity, personnel concerned are advised to contact Mr. Vincent P. Celda through telephone no. 228-2396 /cellphone no. 09473375193 or through email address: [ictu.southcotabato@deped.gov.ph](mailto:ictu.southcotabato@deped.gov.ph).
5. Food, transportation, and other incidental expenses are chargeable against School MOOE subject to the usual accounting and auditing rules and procedures.
6. Immediate dissemination of this memorandum is directed.

  
**ISAGANI S. DELA CRUZ, CESO V**  
Schools Division Superintendent

VPC/UM – setting up of IT equipment/devices  
/November 25, 2019

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