



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

December 15, 2023

REGION MEMORANDUM  
CLMD-2023-461

**INSPECTION, TURN-OVER AND DISTRIBUTION OF REGION-PROCURED  
EDUCATIONAL TABLETS**

To: Assistant Regional Director  
Functional Division Chiefs  
Schools Division Superintendents

1. The Department of Education SOCCSKSARGEN Region through the Curriculum and Learning Management Division (CLMD) will conduct a **Simultaneous Inspection, Turn-over and Distribution of Region-procured Educational Tablets** to SDOs and identified schools in Region XII on **December 26, 2023** in the following venues:

- Lot 1** – So. Cotabato Division Office, Alunan Ave. Koronadal City
- Lot 2** – Cotabato Division Office, AMAS, Kidapawan City
- Lot 3** – SK Division Office, Brgy. Kenram, Isulan Sultan Kudarat
- Lot 4** - Pedro Acharon Sr. Central ES, Quezon Ave., Gen Santos City

2. See the following enclosures for reference and guidance:

- Enclosure 1: List of Participants
- Enclosure 2: Allocation per SDO
- Enclosure 3: List of Recipient Schools
- Enclosure 4: Sample Template of Program of Activity.

3. Participants are expected to arrive at their designated venues before 8:30 a.m. on December 26, 2023. Identified recipient schools are advised to bring their own vehicle for the delivery of the Educational Tablets from the identified drop-off points to their respective divisions/stations.

4. Meals, snacks and travelling expenses of participants relative to the conduct of the activity including delivery of the items shall be charged to downloaded funds/local funds/Region, Division or School MOOE subject to usual accounting and auditing rules and regulations.

5. Works that fall within summer vacation, Saturdays, Sundays and holidays are entitled for Compensatory Time Off (CTO) or Service Credits whichever is applicable for the employee in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003, titled “Updated Guidelines in the Grant of Vacation Service Credits to Teachers.”

6. For more information or inquiry, all concerned may contact Arturo D. Tingson, Jr. REPS-LRMS at [arturo.tingson@deped.gov.ph](mailto:arturo.tingson@deped.gov.ph) .



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
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**Website:** [depedroxii.org](http://depedroxii.org)  
**Email:** [region12@deped.gov.ph](mailto:region12@deped.gov.ph)



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7. Immediate dissemination of this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
Director IV

*Encl: As stated*  
*Reference: BE-LCP*  
*Allotment: FLO/SARO Order No. OSEC-12-22-0772*  
*To be indicated in the Perpetual Index under the subject*  
LEARNING RESOURCES

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ADTJR/CLMD/RM//INSPECTION, TURN-OVER AND DISTRIBUTION OF REGION-PROCURED EDUCATIONAL TABLETS / 466/December 15, 2023



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Enclosure 1 to Region Memorandum CLMD-2023-461

**LIST OF PARTICIPANTS**

<b>REGIONAL OFFICE</b>	<b>NAME</b>
ORD	Kathrine H. Lotilla – OIC ARD
CLMD	Gilbert B. Barrera – Chief, CLMD – <b>(Lot 1)</b>
CLMD	Arturo D. Tingson, Jr. – EPS-LR – <b>(Lot 4)</b>
CLMD	Magdaleno Duhilag Jr. – EPS – <b>(Lot 1)</b>
CLMD	Cynthia Diaz – EPS – <b>(Lot 3)</b>
CLMD	Jade T. Palomar – EPS – <b>(Lot 1)</b>
CLMD	Leonardo Mission – EPS – <b>(Lot 4)</b>
CLMD	Jay-ar Lipura – EPS – <b>(Lot 3)</b>
CLMD	Shienalyn L. Antenor – EPS – <b>(Lot 1)</b>
CLMD	Regan Dagadas – EPS – <b>(Lot 2)</b>
CLMD	Crisanto Bulado – EPS – <b>(Lot 2)</b>
CLMD	Ma. Isabel Cunanan – EPS – <b>(Lot 4)</b>
CLMD	Jeanith D. Militante, Librarian II – <b>(Lot 1)</b>
CLMD	Joe Marie Parmisana, TAS – <b>(Lot 3)</b>
CLMD	Johnny Maniago, ADAS II – <b>(Lot 2)</b>
QAD	Grace Patrice Mondragon, EPS – <b>(Lot 4)</b>
ORD	Jose Leody Armada, AO V
ICT	Aldwin Opre – <b>(Lot 1)</b>
AD	Samsudin Paraid – <b>(Lot 3)</b>
FD	Ronelo Completano – <b>(Lot 2)</b>
Legal Office	Herald Barnuevo – <b>(Lot 4)</b>
Supply Office	Nicco Shinedelle Farnazo
Supply Office	Princess Calunsag
COA	COA Representatives
Drivers	Regional Drivers
<b>DIVISION</b>	<b>NAME OF DIV. PERSONNEL / SCHOOL HEAD</b>
<b>SOUTH COTABATO</b> <i>(Lot 1)</i>	Nelida Castillo, EPS-LR
	Leomel Ledda – PDO-LR
	Vincent Bryan Umadhay – Librarian II
	Ray O. Lloren – Supply Officer
	Romeo P. Carbon Jr.
	Nino D. Jacobe
	Ronnel C. Lamsen
	Riza C. Tagaytayan
	Laidy C. Rogales
	Geraldine P. Hinalao
	Jessa Hope P. Lejisma
	Evelyn C. Frusa – EPS-LR
	Jay Sotelo – PDO II-LR



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<b>KORONADAL CITY</b> (Lot 1)	Arvin Tejada - Librarian
	Rebecca Pamplona, Supply Officer
	Maria Leila Y. Tejada
	Johnny E. Tony
	Dolores L. Carreon
	Danilo V. Sembrano Jr
	Ma. Nelodrain R. Garcia
<b>COTABATO</b> (Lot 2)	Juvy B. Nitura, EPS-LR
	Analyn Madera, PDOII-LR
	Edna Mojica, Librarian II
	Stella Amba, Supply Officer
	Rena Joyce Ann Asoque
	Jasper Silva
	Jesus J. Magbanua
	Meriam D. Kanok
	Jezebel P. Vicente
	Rexiel Mae G. Alvarez
	Glen D. Napoles
	Roger E. Francisco
	Joel S. Legaspi
	Robie Cel A. Ogatis
Niel K. Gacasan	
Grace C. Alipuyo	
Pinky D. Almirante	
<b>KIDAPAWAN</b> (Lot 2)	Hazel Aparece, EPS-LR
	Adol John Montero, PDOII-LR
	Alea Narciso , Librarian
	Grace S. Bolasa, Division Supply Officer
	Alejandro A. Bringas, Jr.
	Albert Randy Almodiel III
	Marvin C. Sullivan
	Cesar O. Molino
Janet Malinao	
<b>SULTAN KUDARAT</b> (Lot 3)	Sheryl L. Osano, EPS-LR
	Joanne Maputi, PDOII-LR
	Rachel Velasco, Librarian II
	Melvin P. Fortuna, Division Supply Officer
	Vilmin V. Portes
	Wilmar R. Baclaan
	Amante V. Abat
	Shielamae G. Bravo
	Leodie D. Mones
Ivy Lamintao, EPS-LR	



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<b>TACURONG CITY</b> (Lot 3)	Leonora Po, PDO II-LR
	Delia Eliarda, Librarian II
	Vivien O. Lima, Supply Officer
	Nancy D. Castro
	Romulo C. Ventura, Jr.
	Regina Baron
	Max Michael Padillo
	Rodolfo Agon
<b>SARANGANI</b> (Lot 4)	Judith B. Alba, EPS-LR
	Aletha Alindo – PDO II-LR
	Maylene Grigana – Librarian II
	Joanne Gay Alquiza – Supply Officer
	Ronnel C. Polancos
	Darwin M. Tawanero
	Julito P. Alconera
	Ulysses R. Pamatian
	Eugine P. Pejana
	Jayson B. Mobesar
	Elaine L. Cania
	Ryan James D. Dueñas
<b>GENERAL SANTOS CITY</b> (Lot 4)	Aileen Jamero, EPS-LR
	Valentin Loable, PDO II-LR
	Wewona Abraham, Librarian
	Honey Veil Amantillo, Division Supply Officer
	Evangeline Puntong
	Ellaine Ruth L. Villero
	Mary Aileen T. Saldana
	Erlyn Garay



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*Enclosure 2 to Region Memorandum CLMD-2023-461*

**ALLOCATION PER SDO**

<b>DIVISION</b>	<b>NUMBER OF UNITS</b>
Cotabato Province	1708
General Santos	1406
Kidapawan	974
Koronadal	983
Sarangani	1145
South Cotabato	1100
Sultan Kudarat	905
Tacurong	712
<b>GRAND TOTAL</b>	<b>8933</b>



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Enclosure 3 to Region Memorandum CLMD-2023-461

**LIST OF RECIPIENT SCHOOLS**

<b>DIVISION</b>	<b>School</b>	<b>NUMBER OF UNITS</b>
<b>SOUTH COTABATO</b> (Lot 1)	Duengas Elementary School	171
	Cassava Elementary School	180
	Magsaysay Elementary School	136
	Cajanedo Elementary School	112
	Julio Zuyco Memorial Elementary School	110
	Lamcaliaf Integrated School	231
	Glungga Elementary School	160
<b>Total</b>		<b>1100</b>
<b>KORONADAL CITY</b> (Lot 1)	Marbel 4 Elementary School	419
	Engkong Elementary School	106
	Crossing Diaz Elementary School	222
	Sabino Elementary School	63
	Caloocan Elem	173
<b>Total</b>		<b>983</b>
<b>COTABATO</b> (Lot 2)	Colonsanafil Es	118
	Kapayahan Es	40
	Dalumangkum Es	65
	Don Tomas Buenaflor Es	164
	Medal Es	88
	Egmedio Fernando Es	156
	Upper Paatan High School	143
	La Suerte Elem School School	118
	Palao ES	176
	Milaya Es	154
	Villaflores Elementary School	43
	Leboce Elementary School	93
Bual ES	350	
<b>Total</b>		<b>1708</b>
<b>KIDAPAWAN</b> (Lot 2)	Meohao ES	271
	Sibawan	170
	San Miguel Es	175
	Malinan ES	167
	Balabag Elementary School	191
<b>Total</b>		<b>974</b>
<b>SULTAN KUDARAT</b> (Lot 3)	Dawing Elementary	149
	Spur 2 Elementary School	124
	Sinapulan Elementary School	330



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	Mangelen Elementary School	105
	Lamasan Elementary School	197
<b>Total</b>		<b>905</b>
<b>TACURONG CITY</b> (Lot 3)	Elisa P. Bernardo Memorial Elementary School - Beam	111
	Rajah Muda Es - Beam	121
	Casilda P. Venus ES	107
	Lancheta Magallon ES	187
	Victorina P. Dasmarinas ES	186
<b>Total</b>		<b>712</b>
<b>SARANGANI</b> (Lot 4)	Balacayo Elementary School	126
	Manabawon Elementary School	118
	Banahaw Elementary School	117
	Kaltuad Integrated School	243
	Tamala Elementary School	149
	Batian Elementary School	99
	Congan Elementary School	186
Kiaol Elementary School	107	
<b>Total</b>		<b>1145</b>
<b>GENERAL SANTOS CITY</b> (Lot 4)	Upper London Elementary School	553
	I. Solis Elementary School	245
	Udagri Elementary School	272
	Jose Divinagracia Elem. School	336
<b>Total</b>		<b>1406</b>





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Enclosure 4 to Region Memorandum CLMD-2023-461

**PROGRAM TEMPLATE FOR THE TURN-OVER CEREMONY**

PART I	<b>INSPECTION OF DELIVERED ITEMS</b> DepEd Region XII Inspectorate Team/COA
PART II	<b>TURN-OVER OF REGION-PROCURED EDUCATIONAL TABLETS TO SDOS AND RECIPIENT SCHOOLS</b>
I. National Anthem Prayer Regional Hymn Sarangani Hymn	Multi-media
II. Opening Remarks	<b>KATHRINE H. LOTILLA</b> <i>OIC - Assistant Regional Director</i>
III. Acknowledgement of Participants	<b>ARTURO D. TINGSON, JR.</b> <i>EPS – LRMS</i>  <i>Or Division EPS-LRMS</i>
IV. Message	<b>CARLITO D. ROCAFORT</b> <i>Regional Director</i>
V. Distribution and Turn-Over of Region-procured Educational Tablets	<b>CARLITO D. ROCAFORT</b> <i>Regional Director</i>  <b>KATHRINE H. LOTILLA</b> <i>OIC-Assistant Regional Director</i>  <b>SDSs and ASDs</b>
VI. Guidelines on Documentation and Transfer of Accountability	<b>LEODY ARMADA</b> <i>AO V - Supply Officer</i>  <i>Or Division Supply Officer</i>
VII. Words of Thanks	<b>GILBERT B. BARRERA</b> <i>Chief, CLMD</i>  <i>Or CID Chief</i>
VIII. Photo Op	
Emcee:	<i>SDO-LR</i>



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