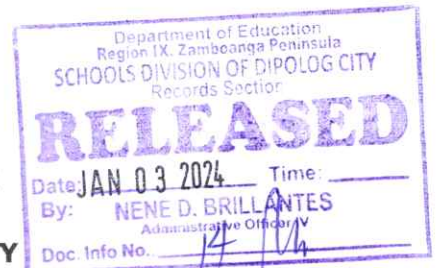




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 3, 2024

DIVISION MEMORANDUM

No. 14 s. 2024

Distribution of colored toner cartridges for SEF-procured photocopiers to 16 recipient schools

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor-CID
All Education Program Supervisors
All Public Schools District Supervisors
All Secondary School Heads
All Elementary School Heads
All others concerned
This division

1. To ensure optimal functionality and address the diverse printing needs of schools within our division, the sixteen (16) photocopiers procured in FY 2021 through the Special Education Fund will be equipped with colored toner cartridges. The distribution will be coordinated through the Learning Resource Management Section.
2. School Heads from the following schools are requested to send representatives to claim the item(s) at the LR Office this week.
 - a. Cogon NHS
 - b. Sinaman IS
 - c. AQUMATSHS
 - d. ZNNHS
 - e. Galas NHS
 - f. Sicayab NHS
 - g. Sta. Filomena IS
 - h. Gulayon IS
 - i. DPDS
 - j. DPDS
 - k. Turno ES
 - l. Minaog ES
 - m. Miputak ECS
 - n. Punta CS
 - o. Sta. Cruz ES
 - p. Sicayab ES
3. For relevant queries, you may contact Learning Resource Management Section through EPS Serapino E. Estebat Jr at 09209697483.
4. Immediate and widest dissemination of this Memorandum is directed.

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent