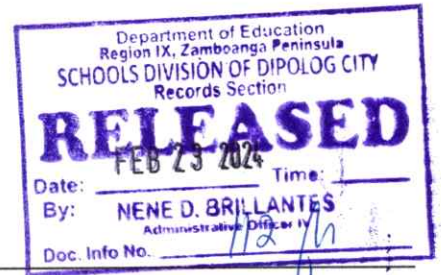




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



February 23, 2024

**DIVISION MEMORANDUM**

No. 112, s. 2024

**REITERATION ON THE USAGE OF THE END USER'S FEEDBACK FORM**

To: **OIC-Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, School Governance and Operations Division**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Section Heads**  
**School Heads**  
**All Others Concerned**  
*This Division*

1. Pursuant to Division Memorandum No. 383 s. 2018 dated October 26, 2018 otherwise known as **Usage of the End-User's Feedback Form**, this office requires end users to utilize the Form as basis for future purchases.
2. The Form will be used as one of the supporting documents for any complaints about the performance of the Supplies, Materials and Equipment (SME) received.
3. Immediate and widest dissemination of this Memorandum is desired.

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





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
DIVISION OF DIPOLOG CITY  
*Purok Farmers, Olingan Dipolog City, Philippines*



Trunkline Nos.:(065)212-5818, loc 11-18

TeleFax No. (065) 22-6986

**DIVISION MEMORANDUM**

NO. 253, s. 2018

TO : **All Division Personnel**  
This division

FROM : **MA. LIZA R. TABILON, CESO VI**  
Schools Division Superintendent

SUBJECT : **Usage of the End-User's Feedback Form**

DATE : **October 26, 2018**

Please be informed to use the End-User's Feedback Form to document your feedback of the Performance of the Supplies, Materials and Equipment you received from the Supply Office.

Please be advised also to keep the file copy of any of the following documents you signed during the acceptance of the Supplies, Materials and Equipment because it will be used as an attachment in the Feedback form of your complains:

- Inventory Custodian Slip (ICS)
- Requisition and Issuance Slip (RIS)
- Property Acknowledgment Receipt (PAR)

Submit the Feedback Form together with the attachments (photocopy) of any of those documents to Property and Supply Section for consolidation. The consolidated reports will be forwarded monthly to the Office of the Bids and Awards Committee (BAC) as basis for future purchases of this Division.

Immediate and wide dissemination of the contents of this memorandum is desired.