

1/17/2023  
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For dissemination and compliance.  
**ROWENA T. QUIAMBAO, CESE**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
SCHOOLS DIVISION OF BULACAN



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim sa Pangangasiw

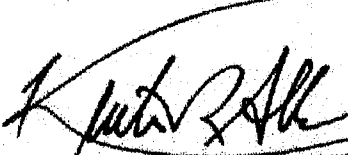
DepEd - SDO of Bulacan  
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JAN 13 2023

BY: 110423 006  
Time: 10:50

**MEMORANDUM**  
04 November 2022

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHER CONCERNED**

FROM :   
**KRISTIAN R. ABLAN**  
Undersecretary for Administration

SUBJECT : **IMPLEMENTATION OF CONSOLIDATION AND  
MAINTENANCE OF DATABASE ON THE UPDATED  
CONTACT INFORMATION OF REGIONAL OFFICES,  
SCHOOLS DIVISION OFFICES, AND SCHOOLS**

The Department of Education (DepEd) Central Office issues the **Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Division Offices and Schools** to facilitate the dissemination of allocation lists and technical specifications of the Central Office procured goods for delivery to schools, schools division offices or regional offices, contract implementation monitoring, feedback mechanism, and other procurement-related concerns and communications

In view of this concern, the Regional Offices (for regional office data), and Schools Division Offices (for schools division office and public schools' data) are hereby directed to feed herein, on an annual basis or as often as necessary, the database with the latest contact information of the regional, division, and school officials and personnel, particularly:

- 1) Regional Office - Regional Director, Regional Supply Officer, and Inspectorate Team
- 2) Schools Division Office - Schools Division Superintendent, Division Supply Officer, and Inspectorate Team
- 3) Public Schools - School Head, School Supply Officer or School Property Custodian, and Inspectorate Team

**Office of the Undersecretary for Administration**  
Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: usecforadministration@deped.gov.ph

The Regional Offices and the Division Offices shall access the link indicated below to update the necessary required working contact information **not later than last week of February of every year.**

- a. For Regional Offices: <https://tinyurl.com/DepEdRegionalDatabase>
- b. For Division Offices: <https://tinyurl.com/DepEdDivisionDatabase>
- c. For Public Schools: <https://tinyurl.com/DepEdSchoolDatabase>

This Memorandum shall take effect immediately upon its issuance. Noncompliance to this policy shall be dealt with accordingly.

For more information and/or concerns, please contact the Procurement Management Service - Contract Management Division through email address [procms.cmd@deped.gov.ph](mailto:procms.cmd@deped.gov.ph) or at telephone number (02) 8635-3762.

For your information and compliance.

Thank you.

**REGION NO. III [2023 UPDATE] Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools**

3 messages

Thu, Jan 12, 2023 at 2:23 PM

**Contract Management Division Procurement Management Service** <procms.cmd@deped.gov.ph>

To: Department of Education Regional Office III <region3@deped.gov.ph>, aurora@deped.gov.ph, DepEd Bataan <bataan@deped.gov.ph>, R3 SDO Bulacan <bulacan@deped.gov.ph>, DepEd Nueva Ecija <nueva.ecija@deped.gov.ph>, pampanga@deped.gov.ph, DepEd Tarlac <tarlac@deped.gov.ph>, R3 SDO Zambales <zambales@deped.gov.ph>, R3 SDO Angeles City <angeles.city@deped.gov.ph>, R3 SDO Balanga City <balanga.city@deped.gov.ph>, cabanatuan.city@deped.gov.ph, R3 SDO Gapan City <gapan.city@deped.gov.ph>, DepEd Mabalacat City <mabalacat.city@deped.gov.ph>, R3 SDO Malolos City <malolos.city@deped.gov.ph>, R3 SDO Meycauayan City <meycauayan.city@deped.gov.ph>, olongapo.city@deped.gov.ph, depedcsfp@gmail.com, DepEd San Jose City <sanjose.city@deped.gov.ph>, R3 SDO San Jose Del Monte City <sanjosedelmonte.city@deped.gov.ph>, R3 SDO Science City of Muñoz <munozscience.city@deped.gov.ph>, R3 SDO Tarlac City <tarlac.city@deped.gov.ph>, "ROLAND M. FRONDA" <roland.fronda@deped.gov.ph>, sanfernando.city3@deped.gov.ph

**REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHER CONCERNED**

Dear Sirs/Mesdames,

This Office respectfully reminds **all Regional Offices, Schools Divisions Offices, and Schools** on the deadline for the Updated Contact Information for the current year of **2023**, please submit your updated contact information **not later than the last week of February (February 27-28, 2023)**. Please refer to the attached Memorandum [QUA-OUT-110422-006 - Implementation of Consolidation and Maintenance of Database on the Updated Contact Information of Regional Offices, Schools Division Offices, and Schools](#), dated November 4, 2022.

Access the link indicated below to update contact information:

- For Regional Offices:** <https://tinyurl.com/DepEdRegionalDatabase>
- For Division Offices:** <https://tinyurl.com/DepEdDivisionDatabase>
- For Public Schools:** <https://tinyurl.com/DepEdSchoolDatabase>

**For the Schools Divisions Offices**, please facilitate the dissemination of this advisory to your respective Schools for their compliance. Attached herewith a matrix of the schools that already submitted their updated contact information for 2023, for your information.

For your information and compliance.

Very truly yours,

**CONTRACT MANAGEMENT DIVISION**

Room M-509, 5/F Mabini Building, DepEd Complex  
Meralco Avenue, Pasig City, 1600 Philippines  
☎ (632) 8635-3762 ✉ procms.cmd@gmail.com

*Please acknowledge upon receipt. Thank you!*

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

2 attachments

**QUA-OUT-110422-006.pdf**  
391K **REGION NO. III 2023 DEPED SCHOOL CONTACT INFORMATION DATABASE.xlsx**  
2486K

DepEd Cabanatuan City &lt;cabanatuan.city@deped.gov.ph&gt;

Thu, Jan 12, 2023 at 5:24 PM

To: Contract Management Division Procurement Management Service &lt;procms.cmd@deped.gov.ph&gt;

Cc: Department of Education Regional Office III &lt;region3@deped.gov.ph&gt;, aurora@deped.gov.ph, DepEd Bataan &lt;bataan@deped.gov.ph&gt;, R3 SDO Bulacan &lt;bulacan@deped.gov.ph&gt;, DepEd Nueva Ecija &lt;nueva.ecija@deped.gov.ph&gt;,

DepEd Tarlac <tarlac@deped.gov.ph>, R3 SDO Zambales <zambales@deped.gov.ph>, R3 SDO Angeles  
<deped.gov.ph>, R3 SDO Balanga City <balanga.city@deped.gov.ph>, R3 SDO Gapan City  
<deped.gov.ph>, DepEd Mabalacat City <mabalacat.city@deped.gov.ph>, R3 SDO Malolos City  
<deped.gov.ph>, R3 SDO Meycauayan City <meycauayan.city@deped.gov.ph>, olongapo.city@deped.gov.ph,  
<csfp@gmail.com>, DepEd San Jose City <sanjose.city@deped.gov.ph>, R3 SDO San Jose Del Monte City  
<sanjosedelmonte.city@deped.gov.ph>, R3 SDO Science City of Muñoz <munozone.science.city@deped.gov.ph>, R3 SDO Tarlac City  
<tarlac.city@deped.gov.ph>, "ROLAND M. FRONDA" <roland.fronda@deped.gov.ph>, sanfernando.city3@deped.gov.ph

Received, thank you.

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Visit our website at: <https://region3.deped.gov.ph/cabanatuan/>

[Quoted text hidden]

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**DepEd Bulacan** <bulacan@deped.gov.ph>

Fri, Jan 13, 2023 at 10:28 AM

To: Contract Management Division Procurement Management Service <procms.cmd@deped.gov.ph>

Good day,

This is to acknowledge receipt of your email.

Your email has been forwarded to the appropriate office.

Thank you.

dj

On Thu, Jan 12, 2023 at 2:24 PM Contract Management Division Procurement Management Service  
<procms.cmd@deped.gov.ph> wrote:

[Quoted text hidden]



**SCHOOLS DIVISION OFFICE OF BULACAN**

Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
OSDS Line:T/F (044) 795-0421, (044) 697-7208