




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2025-515

TO : **School Division Superintendents**

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

SUBJECT : **2nd Quarter Coordination Meeting of Supply Officers**

Date : June 10, 2025

1. To provide technical assistance and updates related to Asset Management, the 2nd Quarter Coordination Meeting for CY 2025 with Division Supply Officers will be on June 20, 2025, from 9:00 am onwards at the LR Building 2nd Floor.
2. Agenda items include:
 - a. Updates on the EPA 2024 and 2025 incoming deliverables (Laptops for Teacher/Non-Teaching) procured by the Regional Office.
 - b. Status of Textbooks (TX) and Teachers Manual (TM)/Learning Materials Delivery Veco Paper and Vibal Foundation Inc.
 - c. Other Matters
3. Meals of the participants shall be charged against MOOE funds (RO), while travel expenses of SDO participants shall be charged against local funds of the Division both subject to existing budgeting, accounting, and auditing rules and regulations.
4. For information and compliance.



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