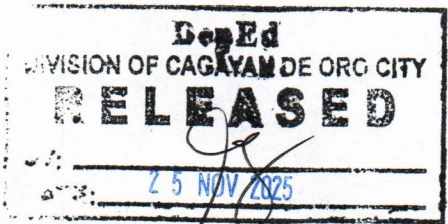




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 November 2025

OFFICE MEMORANDUM

No. 174 s.2025

TO: **ELIZER O. TERUEL**
Principal I
Regional Science High School

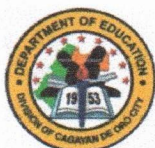
JOHN REY J. ALGUSO
Administrative Officer II
Regional Science High School

HAULING OF LAPTOPS FROM CENTRAL OFFICE

1. You are hereby advised to haul the laptops from the Central Office on December 2-3, 2025.
2. All expenses related to travel, transportation, hotel accommodation, hauling, and other incidental costs shall be charged to the Program Support Fund (PSF) for the DepEd Computerization Program (DCP) and local funds, subject to the usual accounting and auditing rules and regulations.
3. Attached herewith are Regional Memorandum No. 636, s. 2025 dated August 19, 2025, and DepEd Memo OASICT-MEM-111825-T3-2 for your reference.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs the compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

OM-006-OSDS-ICT-(JRZS)
November 21, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: 088 328 2142 (Globe)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

No. WS-11-25-03

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	ELIZER O. TERUEL JOHN REY J. ALGUSO
Position/Designation	Principal I Administrative Officer II
Permanent Station	Regional Science High School
Purpose of Travel (must be supported by attachments)	RM636s2025- Hauling of Laptops from Central Office OASICT-MEM-111825-T3-2, OASIC-MEM-073125-73-1
Host of the Activity	Department of Education – Central Office
Inclusive Dates	December 2-3, 2025
Destination	Department of Education – Central Office
Fund Source	DCP PSF LAA-10-25-842_CDO / Local Funds / School MOOE
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
<u>ELIZER O. TERUEL</u>	
Name and Signature of Requesting Employee	
Date	
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
<u>AUDIE S. BORRES</u>	
Name and Signature of Approving Authority	
Date	
APPROVED:	
<u>ROY ANGELO E. GAZO</u>	
Name and Signature of Approving Authority	
Date	



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

November 21, 2025

ATTY. MARCELINO G. VELOSO III

Assistant Secretary – ICTS
Department of Education
DepEd Central Office, Pasig City

Subject: Submission of Proposed Hauling Schedule for DCP Laptops – Regional Science High School – X

SIR:

Pursuant to Memorandum OASICT-MEM-111825-T3-2 dated 18 November 2025 on the continuation of laptop distribution to selected elementary and high schools, the Schools Division Office of Cagayan de Oro City, Region X respectfully submits for your review and approval the proposed hauling schedule for the laptop allocation intended exclusively for Regional Science High School – Region X (RSHS-X). The proposed hauling dates will be on December 2-3, 2025.

Proposed Hauling Schedule:

Date	Time	Activity	Location	Personnel Involved
2 December 2025	8:00 AM – 9:00 AM	Verification, documentation, and loading of DCP laptop units	DepEd Central Office Storage / Warehouse, Pasig City	RSHS-X School Head, RSHS-X School Property Custodian
	9:00 AM – 5:00 PM	Transport of laptop units to Region X	En route to Cagayan de Oro City	RSHS-X School Head, School Property Custodian
3 December 2025	8:00 AM – 11:00 AM	Unloading and delivery of laptops	Regional Science High School – X, Cagayan de Oro City	Hauling Team, RSHS-X School Head, School Property Custodian
	11:00 AM – 12:00 PM	Inspection, validation, and signing of turnover documents	RSHS-X Campus	RSHS-X School Head, School Property Custodian



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Date	Time	Activity	Location	Personnel Involved
	1:00 PM – 3:00 PM	Final reconciliation of delivered units and forwarding of reports to SDO	DepEd Region X Office	RSHS-X School Head, School Property Custodian

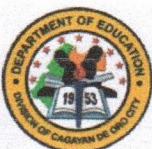
Reminders:

- Only the School Head and the School Property Custodian of RSHS-X shall handle the hauling, transport, receiving, and documentation of the laptop units.
- All laptop units must be fully accounted for and supported by:
 - Property Transfer Reports (PTR)
 - Acknowledgment Receipts
 - Inspection and Acceptance Reports (IAR)
- Any discrepancies in the number or condition of laptops shall be reported immediately to the ICTS-Central Office.

This proposed schedule is respectfully submitted for your review, approval, and proper endorsement. Thank you very much for your kind attention.

Very truly yours,

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



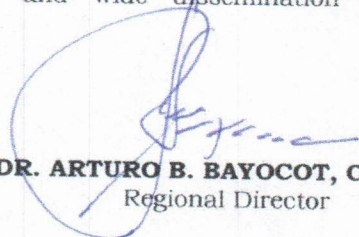
August 19, 2025

REGIONAL MEMORANDUM
No. **636**, s. 2025

HAULING OF LAPTOPS FROM CENTRAL OFFICE

To: Schools Division Office of Cagayan de Oro City
All Others Concerned

1. This issuance refers to the Memorandum from the Office of the Assistant Secretary of Information and Communications Technology **OASICT-MEM-073125-T3-1** titled **Distribution of Laptops to Selected Elementary School**.
2. **Gusa Regional Science High School** was selected to receive Forty-Five (45) Laptops. School Principal, Elizer O. Teruel and Administrative Officer II, John Rey J. Algoso are requested to haul the said laptop from the Central Office.
3. For further inquiries and clarifications, please contact Renel Jay Quirit, IT officer, on 0917-307-7968.
4. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

DEPED COMPUTERIZATION PROGRAM

ORD-ICT/rjq25-012



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 1





Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY
INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM

OASICT-MEM-111825-T3-2

TO : **SCHOOLS DIVISION SUPERINTENDENTS
DIVISION ITOs
DIVISION SUPPLY OFFICERS
OTHERS CONCERNED**

FROM : **ATTY. MARCELINO G. VELOSO III**
Assistant Secretary

SUBJECT : **CONTINUATION OF LAPTOP DISTRIBUTION TO SELECTED
ELEMENTARY AND HIGH SCHOOLS**

DATE : 18 November 2025

1. In reference to the July 31, 2025 memorandum (OASICT-MEM-073125-T3-1) titled "**Distribution of Laptops to Selected Elementary and High Schools**," please be informed that this office will resume distributing laptops to selected elementary and secondary schools. Adjustments have been made to ensure equitable allocation among all identified recipients.
2. SDOs that intend to handle the hauling of these items are requested to submit a proposed hauling schedule signed by the Schools Division Superintendent.
3. For your reference, the list of recipient schools and their corresponding allocations is provided below:



Region	Division	School ID	School Name	Laptop allocation
Region V	Ligao City	301814	Bicol Regional Science High School	35
Region VIII	Catbalogan City	303604	Eastern Visayas Regional Science High School	35
Region IX	Zamboanga City	303943	Regional Science High School	35
Region X	Cagayan de Oro City	304114	Gusa Regional Science High School-X	35
Region XI	Mati City	304328	Davao Oriental Regional Science High School	35
CARAGA	Surigao City	304794	Caraga Regional Science High School	35
CAR	Abra	135225	Supiil ES	25
CAR	Abra	135174	Boliney CS	25
CAR	Abra	134983	Sagap Elementary School	24
NCR	Manila	305296	Pres. Sergio Osmeña, Sr. High School	13
Region I	Candon City	502705	Langlangca Integrated School	13
Region I	Ilocos Sur	100458	Pantay Tamurong Elementary School	13
Region I	Ilocos Norte	102211	Plaridel Elementary School	13
Region VI	Iloilo	116657	Pototan Pilot Elementary School	13
TOTAL				349

4. For clarifications or additional information, you may contact Mr. Danilo Ablay II at email danilo.ablay@deped.gov.ph and icts.tid@deped.gov.ph.



Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM

OASICT-MEM-073125-13-1

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
DIVISION ITOs
DIVISION SUPPLY OFFICERS
OTHERS CONCERNED

FROM : **ATTY. MARCELINO G. VELOSO III**
Assistant Secretary

SUBJECT : **DISTRIBUTION OF LAPTOPS TO SELECTED ELEMENTARY AND HIGH SCHOOLS**

DATE : 31 July 2025

The Information and Communications Technology Service (ICTS) would like to inform you that it will facilitate the distribution of laptops to the following selected schools. This initiative is part of our continuing effort to strengthen the technological capabilities of students in these academic institutions, fostering enhanced access to digital learning tools and resources.

ICTS also requests confirmation from the respective Schools Division Offices (SDOs) regarding their willingness to undertake the hauling of these items. Furthermore, we require the submission of a proposed hauling schedule at your earliest convenience, signed by the Schools Division Superintendent.

For your reference, please see the table below for the list of recipient schools and the number of items allocated:

Region	Division	School ID	School Name	No. of Laptops to receive
CAR	Benguet	305140	Cordillera Regional Science High School	45
CAR	Abra	135225	Supil ES	36
CAR	Abra	134983	Sagap Elementary School	36
CAR	Abra	135174	Boliney CS	35
Region I	La Union	300132	Regional Science HS, La Union	45
Region II	Isabela	300610	Regional Science High School for Region II	45

Region III	Olongapo City	301058	Regional Science High School	45
MIMAROPA	Oriental Mindoro	301618	Bansud NHS - Regional Science High School	45
Region V	Ligao City	301814	Bicol Regional Science High School	45
Region VI	Aklan	302332	Regional Science High School for Region VI	45
Region VIII	Catbalogan City	303604	Eastern Visayas Regional Science High School	45
Region IX	Zamboanga City	303943	Regional Science HS	45
Region X	Cagayan de Oro City	304114	Gusa Regional Science High School-X	45
Region XI	Mati City	304328	Davao Oriental Regional Science High School	45
CARAGA	Surigao City	304794	Caraga Regional Science High School	45
TOTAL				647

For confirmation of the proposed hauling schedule, questions, and concerns, kindly send your email to john.hontiveros@deped.gov.ph and icts.tid@deped.gov.ph.

Thank you