



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

Office of the Schools Division Superintendent

DIVISION OF CAGAYAN DE ORO CITY
RELEASED
DATE: JUN 09 2025

04 June 2025

DIVISION MEMORANDUM

No. HAO s.2025

**ROLES AND RESPONSIBILITIES OF THE SCHOOLS DIVISION OFFICES AND
PUBLIC SCHOOLS ON THE CONDUCT OF NATIONAL INVENTORY DAY**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Elementary and Secondary Public-School Heads
Division Planning Officer
Supply Officer
IT Officer
Human Resource Management Officer
This Division

1. In relation to **DepEd Memorandum No. 042 s. 2025** titled “2025 Brigada Eskwela Implementing Guidelines”, the following are the specific roles and responsibilities of public schools and Schools Division Offices (SDOs) in the conduct of the **National Inventory Day**:

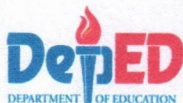
1.1. Public elementary and secondary school heads

- Engage community members to form the School Technical Working Group (STWG).
- Serve as the Chair/head of the STWG and ensure submission of the school data at nid.deped.gov.ph which includes essential resources and proposed Program, Project, or Activities (PPAs) for funding requests of the school, subject to evaluation by the Strategic Management, if any.

1.2. Schools Division Superintendents

- Monitor the submission of respective schools on their area of responsibilities and provide technical assistance, if necessary, specifically on the following areas:

SDO Personnel	Roles and Responsibilities
Planning Officer	Assist in accessing the school's account in the system
Supply Officer	Address questions related to revised K to 12 curriculum textbooks, and learning tools and equipment which covers science and mathematics equipment and technical-vocational and livelihood
IT Officer	Assist in downloading and uploading forms for schools without Internet Connectivity and address questions related to ICT equipment
Human Resource Management Officer	Provide data on unfilled or vacant positions for non-implementing units (IUs)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



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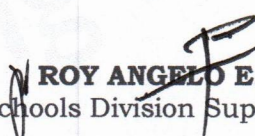
- With school heads, ensure that school data shall be shared with their Local Government Units (LGUs) and other relevant stakeholders to promote stronger transparency and partnership with their counterpart LGUs. Provide necessary assistance to schools without internet and electricity, to ensure the submission of the NID data capture form.

For NID concerns, please contact the following:

Concern	Service / Office	Contact Details
Policy and process	Policy and Planning Service - Planning and Programming Division (PPS-PPD) - Education Management Information System Division	ps.ppd@deped.gov.ph or through (02) 8638-86-34 ps.emisd@deped.gov.ph or through (02) 8635-39-58
For system related	Information and Communication Technology Service User Support Division	icts.usd@deped.gov.ph or through (02) 8633-2658

2. 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.

3. This Office directs immediate and wide dissemination of this Memorandum.

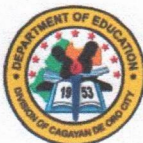

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum No. 042 s. 2025; STR-250602-1653 MEMORANDUM

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION
DM038-SGOD-PR-RSM / DIVISION MEMORANDUM
June 04, 2025



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Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2