



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

Office of the Schools Division  
Superintendent

August 4, 2022  
Date

Division Memorandum  
No. **0510**s. 2022

**CONSERVATION AND SAFEKEEPING OF SCHOOL FURNITURE IN SCHOOLS  
HIT BY TYPHOON “ODETTE”**

TO: Education Supervisors  
Public Schools District Supervisors  
APSDS, Secondary and Elementary  
School Heads/School SICs

1. After Typhoon Odette stroke our province last December 16, 2021, that causes several damages to our schools specially in the Second Congressional District, the Physical Facilities Technical Staff noticed personally some laxities in keeping our school furniture.
2. We had observed that some school furniture (armchairs) were left behind in roofless rooms. As a result, this furniture becomes weak and dilapidated resulting to damage and waste of government property.
3. The school heads must secure their respective furniture in order to preserve and be ready *for* our CY 2022-2023 opening of classes.
4. Schools with excess school furniture who will release a certain number of furniture to other schools should inform the Division Office thru the Physical Facilities with proper documents recommended by the Division Engineer and approved by the Schools Division Superintendent.
5. For strict compliance of all concerned.

*AS*  
**BIANITO A. DAGATAN Ed.D, CESO V**  
School Division Superintendent *↓*



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