



Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEPARTMENT OF EDUCATION
OCCIDENTAL MINDORO
DATE: DEC 07 2022
DIVISION OFFICE
MAMBURAO

Office of the Schools Division
Superintendent

December 7, 2022

DIVISION MEMORANDUM

No. 000460, s., 2022

**SUBMISSION OF EXISTING AND NEEDED SCIENCE LABORATORY
EQUIPMENT AND APPARATUS**

To : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Per Regional Memorandum No. 116, s. 2022, titled **INVENTORY OF EXISTING AND NEEDED SCIENCE LABORATORY EQUIPMENT AND APPARATUS**, this Office requests all elementary and secondary schools to submit the mentioned inventory report.

2. The inventory aims to:
a. identify the existing science laboratory equipment and apparatus; and
b. determine the needed science laboratory equipment.

3. The following inventory templates to be used are enclosed herewith:
a. Enclosure No. 1: Existing Science Laboratory and Apparatus.
b. Enclosure No. 2: Needed Science Laboratory Equipment and apparatus

4. Requested inventory report per school must be in **WORD file** and must follow this file name format.

SDO_SCHOOLABBREVIATION

Ex: OCCIDENTALMINDORO_SABNAHIS (for Sablayan National
Comprehensive High School)

5. Submission of report shall be emailed at occidental.mindoro@deped.gov.ph
Cc: merly.razon001@deped.gov.ph on or before December 9, 2022.

6. Wide dissemination and compliance of this Memorandum is desired.

LYNN G. MENDOZA, EdD

Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: Regional Memorandum No. 115, s. 2022

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

INVENTORY OF EXISTING AND NEEDED SCIENCE LABORATORY EQUIPMENT AND APPARATUS
cid/mar



