



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

**Office of the Schools Division
Superintendent**


March 16, 2021

DIVISION MEMORANDUM
No. 089, s. 2021

2021 INVENTORY OF SCHOOL FURNITURE

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

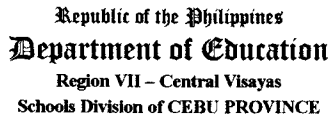
1. To gather correct and accurate data of all school furniture inventory from the field and identify schools that lack or excess school furniture, this Office hereby instructs the field to submit inventory of all school furniture including those donated by private entities.
2. Attached is the template for 2021 school furniture inventory.
3. The report should be consolidated per district and emailed to mitchelle.catampatan@deped.gov.ph with the subject **2021 SCHOOL FURNITURE INVENTORY** on or before March 26, 2021.
4. For any clarification, you may contact Education Facilities Section thru Michelle Catampatan at 0919-2117125
5. Wide dissemination of and strict compliance with this Memorandum is hereby requested.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/LMD/SGOD-EFS/AYC



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 255-6405
Email Address: cebu.province@deped.gov.ph
Website: www.depedcebuprovince.ph



District of _____

Submitted by: _____

Public School District Supervisor

Note: (Pls count per set)

2-Seater Table & Chair Set = 1 Two-Seater Table & 2 Chairs

2-Seater Desk Set = 1 Two-Seater Desk with attached 2-Seater Chair

Preschool Table & Chair Set = 1 Modular Table (combination of 2 trapezoid tables) & 6 kiddie plastic chairs

Science Lab Table & Stool Set = 1 Table & 6 Stools

Workshop Table & Stool Set = 1 Table & 6 Stools

Teacher's Table & Chair Set = 1 Table & 1 Chair