



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



ADDENDUM/CORRIGENDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **ADDENDUM/CORRIGENDUM TO UNNUMBERED MEMORANDUM ENTITLED, "POLICY ON RETURNING OF E-TABLETS"**

DATE: November 3, 2015

Please be informed of change in unnumbered memorandum entitled, "Policy on Returning of E-tablets" as stated in paragraphs 1 and 2 :

"all recipients including Public Schools District Supervisors, Elementary and Secondary School Heads, Elementary and Secondary School Teachers must return their tablets to their school property custodian" and

"Property custodian must prepare a certification signifying the return of the item attested by the school principal. This certification must be attached to the pertinent documents of the employee to proceed with the processing of the requested action."

Shall be read as:

*"all recipients including Public Schools District Supervisors, Elementary and Secondary School Heads, Elementary and Secondary School Teachers **must return their tablets to the General Services Office, Provincial Capitol, Trece Martires City**". GSO shall prepare a certification which will be attached to the pertinent documents of the employee to proceed with the processing of the requested action.*

School heads will prepare recommendation letter for the new recipient to be addressed and submitted to GSO for re-MR purposes."

Preceding Memorandum inconsistent with this shall be rescinded.

For information and strict compliance.