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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0322-0038
MEMORANDUM
05 March 2022

For: **Central Office Personnel**
Office of the Undersecretary for Administration (OUA)
Education Facilities Division (EFD)
Contract Management Division (CMD)
Asset Management Division (AMD)
Accounting Division

Subject: **PRE-IMPLEMENTATION MEETING OF SCHOOL FURNITURE PROGRAM CY 2021**

In line with the implementation of the CY 2021 School Furniture Program (Supply and Delivery of School Furniture for Elementary, Junior and Senior High School), the Office of the Undersecretary for Administration (OUA), through the Education Facilities Division (EFD), Contract Management Division (CMD), Asset Management Division (AMD) and the Accounting Division, enjoins all concerned to attend the **online pre-implementation meeting** with the following **agenda**:

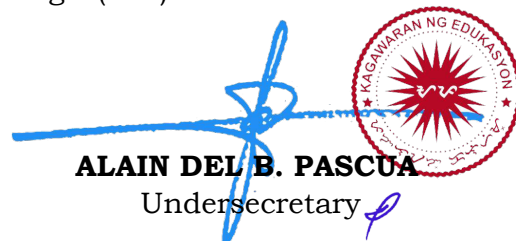
1. Contract documents
2. Roles and responsibilities
3. Process flow chart
4. Payment
5. Other matters

This activity will be conducted on **10 March 2022 (Thursday) at 10:00 a.m via Zoom**. Kindly refer to the details below:

- **Link:** bit.ly/3C6DXzv
- **Meeting ID:** 978 2212 1851
- **Passcode:** SF2021

For future correspondences and other queries on this subject, please contact Engr. Myrna Q. Sumaylo, Engineer II of the EFD, through (+63) 995 885 5989 and email at myrna.sumaylo@deped.gov.ph.

For your information and compliance.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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