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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0920-0173**  
**MEMORANDUM**  
21 September 2020

For : **Schools Division Superintendents**

Subject : **SCHEDULED PICK UP OF LAPTOPS, DRONES,  
MITSUBISHI STRADA AND PASSENGER VANS**

Please be informed that beginning 28 September 2020, Schools Division Offices may pick up the allotted Laptops, Drones, 4x4 Pickups and Passenger Vans at the DepEd Central Office, Meralco Ave., Pasig City.

NCR, CALABARZON, and MIMAROPA regions will pick-up their allocation on 01 October 2020 in time for the National Turnover Ceremony.

Attached is the Distribution List for reference.

Please ensure that personnel who will get the van have their authorization to pick up and sign the Property Transfer Report (PTR). Required Travel Pass may be requested from the Office of the Undersecretary for Administration (OUA). Please email your request for Travel Pass to [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph).

For immediate and appropriate action.

Thank you.

  
**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 (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

DISTRIBUTION LIST OF VEHICLES AND EQUIPMENT

Region	Division	Van	Pick-up	Pick-up Batch 2 (YELLOW: ready by September 28)	Drone		Non-CAD Laptop							
					Engineer	DRR Coordinator	ALS Coordinator	Supply Officer	DRR Coordinator	ICT Coordinator	School Health Coordinator	School Sports Coordinator	SBFP Coordinator	YFD Coordinator
CAR	Regional Office				1	1								
CAR	Abra				1	1	17	1	1	1	1	1	1	1
CAR	Apayao	1		1	1	1	15	1	1	1	1	1	1	1
CAR	Baguio City			1	1	1	13	1	1	1	1	1	1	1
CAR	Benguet	1	1		1	1	14	1	1	1	1	1	1	1
CAR	Ifugao			1	1	1	16	1	1	1	1	1	1	1
CAR	Kalinga	1			1	1	16	1	1	1	1	1	1	1
CAR	Mt. Province	1			1	1	13	1	1	1	1	1	1	1
CAR	Tabuk City	1		1	1	1	13	1	1	1	1	1	1	1
BARMM	Regional Office			1	1									
BARMM	Basilan			1	1									
BARMM	Lamitan City			1	1			1	1	1	1	1	1	1
BARMM	Lanao del Sur I			1	1			1	1	1	1	1	1	1
BARMM	Lanao del Sur II			1	1			1	1	1	1	1	1	1
BARMM	Maguindanao I			1	1			1	1	1	1	1	1	1
BARMM	Maguindanao II			1	1			1	1	1	1	1	1	1
BARMM	Marawi City			1	1			1	1	1	1	1	1	1
BARMM	Sulu			1	1			1	1	1	1	1	1	1
BARMM	Tawi-Tawi			1	1			1	1	1	1	1	1	1
CARAGA	Regional Office				1	1								
CARAGA	Agusan del Norte			1	1	1	10	1	1	1	1	1	1	1
CARAGA	Agusan del Sur				1	1	10	1	1	1	1	1	1	1
CARAGA	Bayugan City			1	1	1	10	1	1	1	1	1	1	1
CARAGA	Bislig City	1		1	1	1	10	1	1	1	1	1	1	1
CARAGA	Butuan City	1	1		1	1	9	1	1	1	1	1	1	1
CARAGA	Cabadbaran City			1	1	1	9	1	1	1	1	1	1	1
CARAGA	Dinagat Island			1	1	1	10	1	1	1	1	1	1	1
CARAGA	Siargao	1		1	1	1	10	1	1	1	1	1	1	1
CARAGA	Surigao City			1	1	1	10	1	1	1	1	1	1	1
CARAGA	Surigao del Norte	1			1	1	10	1	1	1	1	1	1	1
CARAGA	Surigao del Sur	1			1	1	10	1	1	1	1	1	1	1
CARAGA	Tandag City			1	1	1	10	1	1	1	1	1	1	1
NCR	Regional Office				1	1								
NCR	Caloocan City			1	1	1	5	1	1	1	1	1	1	1
NCR	Las Piñas City			1	1	1	5	1	1	1	1	1	1	1
NCR	Makati City			1	1	1	5	1	1	1	1	1	1	1
NCR	Malabon City			1	1	1	5	1	1	1	1	1	1	1
NCR	Mandaluyong City			1	1	1	5	1	1	1	1	1	1	1
NCR	Manila			1	1	1	22	1	1	1	1	1	1	1
NCR	Marikina City		1		1	1	3	1	1	1	1	1	1	1
NCR	Muntinlupa City			1	1	1	5	1	1	1	1	1	1	1
NCR	Navotas City			1	1	1	2	1	1	1	1	1	1	1
NCR	Parañaque City			1	1	1	13	1	1	1	1	1	1	1
NCR	Pasay City			1	1	1	8	1	1	1	1	1	1	1
NCR	Pasig City			1	1	1	6	1	1	1	1	1	1	1
NCR	Quezon City		1		1	1	16	1	1	1	1	1	1	1
NCR	San Juan City			1	1	1	3	1	1	1	1	1	1	1
NCR	Taguig-Pateros	1		1	1	1	7	1	1	1	1	1	1	1
NCR	Valenzuela City			1	1	1	7	1	1	1	1	1	1	1
Region I	Regional Office				1	1								
Region I	Alaminos City			1	1	1	4	1	1	1	1	1	1	1

DISTRIBUTION LIST OF VEHICLES AND EQUIPMENT

Region	Division	Van	Pick-up	Pick-up Batch 2 (YELLOW: ready by September 28)	Drone		Non-CAD Laptop							
					Engineer	DRR Coordinator	ALS Coordinator	Supply Officer	DRR Coordinator	ICT Coordinator	School Health Coordinator	School Sports Coordinator	SBFP Coordinator	YFD Coordinator
Region I	Batac City			1	1	1	3	1	1	1	1	1	1	1
Region I	Candon City			1	1	1	3	1	1	1	1	1	1	1
Region I	Dagupan City			1	1	1	7	1	1	1	1	1	1	1
Region I	Ilocos Norte		1		1	1	9	1	1	1	1	1	1	1
Region I	Ilocos Sur	1			1	1	15	1	1	1	1	1	1	1
Region I	La Union	1			1	1	16	1	1	1	1	1	1	1
Region I	Laoag City			1	1	1	3	1	1	1	1	1	1	1
Region I	Pangasinan I				1	1	17	1	1	1	1	1	1	1
Region I	Pangasinan II	1			1	1	20	1	1	1	1	1	1	1
Region I	San Carlos City			1	1	1	7	1	1	1	1	1	1	1
Region I	San Fernando City			1	1	1	5	1	1	1	1	1	1	1
Region I	Urdaneta City			1	1	1	4	1	1	1	1	1	1	1
Region I	Vigan City			1	1	1	5	1	1	1	1	1	1	1
Region II	Regional Office				1	1								
Region II	Batanes			1	1	1	6	1	1	1	1	1	1	1
Region II	Cagayan	1			1	1	29	1	1	1	1	1	1	1
Region II	Cauayan City			1	1	1	5	1	1	1	1	1	1	1
Region II	Ilagan City			1	1	1	6	1	1	1	1	1	1	1
Region II	Isabela	1			1	1	29	1	1	1	1	1	1	1
Region II	Nueva Vizcaya	1	1		1	1	19	1	1	1	1	1	1	1
Region II	Quirino	1			1	1	13	1	1	1	1	1	1	1
Region II	Santiago City			1	1	1	5	1	1	1	1	1	1	1
Region II	Tuguegarao City	1		1	1	1	6	1	1	1	1	1	1	1
Region III	Regional Office				1	1								
Region III	Angeles City			1	1	1	3	1	1	1	1	1	1	1
Region III	Aurora	1			1	1	8	1	1	1	1	1	1	1
Region III	Balanga City	1		1	1	1	5	1	1	1	1	1	1	1
Region III	Bataan	1	1		1	1	6	1	1	1	1	1	1	1
Region III	Bulacan				1	1	8	1	1	1	1	1	1	1
Region III	Cabanatuan City			1	1	1	5	1	1	1	1	1	1	1
Region III	Gapan City			1	1	1	5	1	1	1	1	1	1	1
Region III	Mabalacat City	1		1	1	1	5	1	1	1	1	1	1	1
Region III	Malolos City			1	1	1	5	1	1	1	1	1	1	1
Region III	Meycauayan City			1	1	1	4	1	1	1	1	1	1	1
Region III	Muñoz Science City			1	1	1	6	1	1	1	1	1	1	1
Region III	Nueva Ecija	1			1	1	8	1	1	1	1	1	1	1
Region III	Olongapo City			1	1	1	5	1	1	1	1	1	1	1
Region III	Pampanga	1			1	1	9	1	1	1	1	1	1	1
Region III	San Fernando City			1	1	1	5	1	1	1	1	1	1	1
Region III	San Jose City			1	1	1	5	1	1	1	1	1	1	1
Region III	San Jose del Monte				1	1	5	1	1	1	1	1	1	1
Region III	Tarlac	1			1	1	9	1	1	1	1	1	1	1
Region III	Tarlac City	1		1	1	1	4	1	1	1	1	1	1	1
Region III	Zambales	1			1	1	8	1	1	1	1	1	1	1
Region IV-A	Regional Office				1	1								
Region IV-A	Antipolo City				1	1	4	1	1	1	1	1	1	1
Region IV-A	Cabuyao	1		1	1	1	4	1	1	1	1	1	1	1
Region IV-A	Bacoor City			1	1	1	2	1	1	1	1	1	1	1
Region IV-A	Batangas	1			1	1	10	1	1	1	1	1	1	1
Region IV-A	Batangas City			1	1	1	5	1	1	1	1	1	1	1
Region IV-A	Biñan City	1	1		1	1	4	1	1	1	1	1	1	1

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Region	Division	Van	Pick-up	Pick-up Batch 2 (YELLOW: ready by September 28)	Drone		Non-CAD Laptop							
					Engineer	DRR Coordinator	ALS Coordinator	Supply Officer	DRR Coordinator	ICT Coordinator	School Health Coordinator	School Sports Coordinator	SBFP Coordinator	YFD Coordinator
Region IV-A	Calamba City	1		1	1	1	6	1	1	1	1	1	1	1
Region IV-A	Cavite	1			1	1	10	1	1	1	1	1	1	1
Region IV-A	Cavite City			1	1	1	4	1	1	1	1	1	1	1
Region IV-A	Dasmariñas City			1	1	1	4	1	1	1	1	1	1	1
Region IV-A	Imus City			1	1	1	4	1	1	1	1	1	1	1
Region IV-A	Laguna	1			1	1	9	1	1	1	1	1	1	1
Region IV-A	Lipa City		1		1	1	5	1	1	1	1	1	1	1
Region IV-A	Lucena City	1		1	1	1	4	1	1	1	1	1	1	1
Region IV-A	Quezon	1		1	1	1	12	1	1	1	1	1	1	1
Region IV-A	Rizal	1			1	1	8	1	1	1	1	1	1	1
Region IV-A	San Pablo City	1		1	1	1	6	1	1	1	1	1	1	1
Region IV-A	Sta. Rosa City	1		1	1	1	5	1	1	1	1	1	1	1
Region IV-A	Tanauan City	1		1	1	1	4	1	1	1	1	1	1	1
Region IV-A	Tayabas City			1	1	1	4	1	1	1	1	1	1	1
Region IV-A	General Trias City	1		1	1	1	4	1	1	1	1	1	1	1
Region IV-B	Regional Office				1	1								
Region IV-B	Calapan City			1	1	1	11	1	1	1	1	1	1	1
Region IV-B	Marinduque	1			1	1	14	1	1	1	1	1	1	1
Region IV-B	Occidental Mindoro	1			1	1	16	1	1	1	1	1	1	1
Region IV-B	Oriental Mindoro	1			1	1	27	1	1	1	1	1	1	1
Region IV-B	Palawan				1	1	27	1	1	1	1	1	1	1
Region IV-B	Puerto Princesa City	1			1	1	6	1	1	1	1	1	1	1
Region IV-B	Romblon	1	1		1	1	16	1	1	1	1	1	1	1
Region V	Regional Office				1	1								
Region V	Albay	1		1	1	1	13	1	1	1	1	1	1	1
Region V	Camarines Norte	1			1	1	13	1	1	1	1	1	1	1
Region V	Camarines Sur	1			1	1	14	1	1	1	1	1	1	1
Region V	Catanduanes	1			1	1	13	1	1	1	1	1	1	1
Region V	Iriga City			1	1	1	9	1	1	1	1	1	1	1
Region V	Legazpi City			1	1	1	12	1	1	1	1	1	1	1
Region V	Ligao City			1	1	1	10	1	1	1	1	1	1	1
Region V	Masbate				1	1	13	1	1	1	1	1	1	1
Region V	Masbate City			1	1	1	11	1	1	1	1	1	1	1
Region V	Naga City			1	1	1	9	1	1	1	1	1	1	1
Region V	Sorsogon	1			1	1	13	1	1	1	1	1	1	1
Region V	Sorsogon City		1		1	1	9	1	1	1	1	1	1	1
Region V	Tabaco City			1	1	1	9	1	1	1	1	1	1	1
Region VI	Regional Office				1	1								
Region VI	Aklan	1			1	1	8	1	1	1	1	1	1	1
Region VI	Antique	1	1		1	1	8	1	1	1	1	1	1	1
Region VI	Bacolod City	1		1	1	1	2	1	1	1	1	1	1	1
Region VI	Bago City	1		1	1	1	9	1	1	1	1	1	1	1
Region VI	Cadiz City	1		1	1	1	8	1	1	1	1	1	1	1
Region VI	Capiz	1		1	1	1	12	1	1	1	1	1	1	1
Region VI	Escalante City			1	1	1	1	1	1	1	1	1	1	1
Region VI	Guimaras	1			1	1	8	1	1	1	1	1	1	1
Region VI	Himamaylan City			1	1	1	1	1	1	1	1	1	1	1
Region VI	Iloilo	1		1	1	1	9	1	1	1	1	1	1	1
Region VI	Iloilo City	1		1	1	1	4	1	1	1	1	1	1	1
Region VI	Kabankalan City			1	1	1	8	1	1	1	1	1	1	1
Region VI	La Carlota City			1	1	1	6	1	1	1	1	1	1	1

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Region	Division	Van	Pick-up	Pick-up Batch 2 (YELLOW: ready by September 28)	Drone		Non-CAD Laptop							
					Engineer	DRR Coordinator	ALS Coordinator	Supply Officer	DRR Coordinator	ICT Coordinator	School Health Coordinator	School Sports Coordinator	SBFP Coordinator	YFD Coordinator
Region VI	Negros Occidental				1	1	10	1	1	1	1	1	1	1
Region VI	Sagay City			1	1	1	4	1	1	1	1	1	1	1
Region VI	San Carlos City	1		1	1	1	2	1	1	1	1	1	1	1
Region VI	Silay City	1		1	1	1	4	1	1	1	1	1	1	1
Region VI	Sipalay City			1	1	1	2	1	1	1	1	1	1	1
Region VI	Passi City			1	1	1	2	1	1	1	1	1	1	1
Region VI	Roxas City			1	1	1	8	1	1	1	1	1	1	1
Region VII	Regional Office				1	1								
Region VII	Bais City			1	1	1	6	1	1	1	1	1	1	1
Region VII	Bayawan City			1	1	1	8	1	1	1	1	1	1	1
Region VII	Bogo City			1	1	1	2	1	1	1	1	1	1	1
Region VII	Bohol	1			1	1	12	1	1	1	1	1	1	1
Region VII	Carcar City			1	1	1	9	1	1	1	1	1	1	1
Region VII	Cebu			1	1	1	16	1	1	1	1	1	1	1
Region VII	Cebu City		1		1	1	14	1	1	1	1	1	1	1
Region VII	Danao City			1	1	1	8	1	1	1	1	1	1	1
Region VII	Dumaguete City	1		1	1	1	2	1	1	1	1	1	1	1
Region VII	Guihulngan City			1	1	1	6	1	1	1	1	1	1	1
Region VII	Lapu-Lapu City	1			1	1		1	1	1	1	1	1	1
Region VII	Mandaue City	1		1	1	1	2	1	1	1	1	1	1	1
Region VII	Naga City			1	1	1	2	1	1	1	1	1	1	1
Region VII	Negros Oriental	1			1	1	10	1	1	1	1	1	1	1
Region VII	Siquijor	1		1	1	1		1	1	1	1	1	1	1
Region VII	Tanjay City			1	1	1	2	1	1	1	1	1	1	1
Region VII	Tagbilaran City			1	1	1	3	1	1	1	1	1	1	1
Region VII	Talisay City			1	1	1	8	1	1	1	1	1	1	1
Region VII	Toledo City			1	1	1	8	1	1	1	1	1	1	1
Region VIII	Regional Office				1	1								
Region VIII	Baybay City			1	1	1	7	1	1	1	1	1	1	1
Region VIII	Biliran	1		1	1	1	7	1	1	1	1	1	1	1
Region VIII	Borongan City			1	1	1	6	1	1	1	1	1	1	1
Region VIII	Calbayog City			1	1	1	8	1	1	1	1	1	1	1
Region VIII	Catbalogan City			1	1	1	7	1	1	1	1	1	1	1
Region VIII	Eastern Samar				1	1	12	1	1	1	1	1	1	1
Region VIII	Leyte			1	1	1	12	1	1	1	1	1	1	1
Region VIII	Maasin City			1	1	1	9	1	1	1	1	1	1	1
Region VIII	Northern Samar	1	1		1	1	12	1	1	1	1	1	1	1
Region VIII	Ormoc City	1		1	1	1	8	1	1	1	1	1	1	1
Region VIII	Samar (Western)			1	1	1	12	1	1	1	1	1	1	1
Region VIII	Southern Leyte	1			1	1	9	1	1	1	1	1	1	1
Region VIII	Tacloban City			1	1	1	8	1	1	1	1	1	1	1
Region IX	Regional Office				1	1								
Region IX	Dapitan City			1	1	1	6	1	1	1	1	1	1	1
Region IX	Dipolog City				1	1	7	1	1	1	1	1	1	1
Region IX	Isabela City		1		1	1	7	1	1	1	1	1	1	1
Region IX	Pagadian City			1	1	1	5	1	1	1	1	1	1	1
Region IX	Zamboanga City	1			1	1	12	1	1	1	1	1	1	1
Region IX	Zamboanga del Norte	1			1	1	38	1	1	1	1	1	1	1
Region IX	Zamboanga del Sur				1	1	26	1	1	1	1	1	1	1
Region IX	Zamboanga Sibugay				1	1	17	1	1	1	1	1	1	1
Region X	Regional Office				1	1								

DISTRIBUTION LIST OF VEHICLES AND EQUIPMENT

Region	Division	Van	Pick-up	Pick-up Batch 2 (YELLOW: ready by September 28)	Drone		Non-CAD Laptop							
					Engineer	DRR Coordinator	ALS Coordinator	Supply Officer	DRR Coordinator	ICT Coordinator	School Health Coordinator	School Sports Coordinator	SBFP Coordinator	YFD Coordinator
Region X	Bukidnon	1			1	1	23	1	1	1	1	1	1	1
Region X	Cagayan de Oro City	1		1	1	1	10	1	1	1	1	1	1	1
Region X	Camiguin	1		1	1	1	7	1	1	1	1	1	1	1
Region X	El Salvador City			1	1	1	5	1	1	1	1	1	1	1
Region X	Gingoog City	1		1	1	1	6	1	1	1	1	1	1	1
Region X	Iligan City			1	1	1	10	1	1	1	1	1	1	1
Region X	Lanao del Norte		1		1	1	15	1	1	1	1	1	1	1
Region X	Malaybalay City				1	1	10	1	1	1	1	1	1	1
Region X	Misamis Occidental	1	1		1	1	14	1	1	1	1	1	1	1
Region X	Misamis Oriental	1			1	1	15	1	1	1	1	1	1	1
Region X	Oroquieta City			1	1	1	7	1	1	1	1	1	1	1
Region X	Ozamis City	1			1	1	9	1	1	1	1	1	1	1
Region X	Tangub City			1	1	1	7	1	1	1	1	1	1	1
Region X	Valencia City			1	1	1	9	1	1	1	1	1	1	1
Region XI	Regional Office				1	1								
Region XI	Compostela Valley	1			1	1	13	1	1	1	1	1	1	1
Region XI	Davao City				1	1	30	1	1	1	1	1	1	1
Region XI	Davao del Norte	1	1		1	1	13	1	1	1	1	1	1	1
Region XI	Davao del Sur	1			1	1	13	1	1	1	1	1	1	1
Region XI	Davao Oriental	1	1		1	1	13	1	1	1	1	1	1	1
Region XI	Digos City			1	1	1	7	1	1	1	1	1	1	1
Region XI	Mati City	1			1	1	7	1	1	1	1	1	1	1
Region XI	Panabo City			1	1	1	18	1	1	1	1	1	1	1
Region XI	IGACOS (Island Garden City of Samal)			1	1	1	9	1	1	1	1	1	1	1
Region XI	Tagum City	1		1	1	1	12	1	1	1	1	1	1	1
Region XI	Davao Occidental	1		1	1	1	13	1	1	1	1	1	1	1
Region XII	Regional Office				1	1								
Region XII	Cotabato				1	1	23	1	1	1	1	1	1	1
Region XII	Cotabato City			1	1	1	16	1	1	1	1	1	1	1
Region XII	General Santos City	1		1	1	1	15	1	1	1	1	1	1	1
Region XII	Kidapawan City		1		1	1	15	1	1	1	1	1	1	1
Region XII	Koronadal City			1	1	1	16	1	1	1	1	1	1	1
Region XII	Saranggani				1	1	16	1	1	1	1	1	1	1
Region XII	South Cotabato	1			1	1	16	1	1	1	1	1	1	1
Region XII	Sultan Kudarat	1			1	1	18	1	1	1	1	1	1	1
Region XII	Tacurong City	1		1	1	1	12	1	1	1	1	1	1	1
		93	20	144	230	240	2000	223	223	223	223	223	223	223