



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

July 05, 2024

DIVISION MEMORANDUM  
NO. 405, s. 2024

**UPDATED OFFICIAL DROP-OFF LOCATIONS FOR THE PROCUREMENT  
OF GOODS IN DEPED PAMPANGA**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public School District Supervisors  
Heads of Secondary / Elementary Schools  
District/School Property Custodians  
All Others Concerned

1. Anchored on DepEd Order Number 041, s. 2021 re: Inspection and Acceptance Protocols for the procurement of Goods in the Department of Education, DepEd inspector, property custodians and/or supply officers across all governance levels in the performance of their assignments, duties, and responsibilities in ensuring that delivered goods are properly inspected and received for the use of recipient units, teachers, and learners.
2. Accordingly, this Office informed the field that procurement of goods particularly with mass deliveries will be delivered at official drop-off locations. Moreover, deliveries from Central and Regional procurement delivered in the Division Office shall be picked up by the same. (See attached Annex A-B).
3. Due to the voluminous number of deliveries. School property custodians within the districts/clusters shall extend assistance in the segregation, issuance, and proper accounting of the deliveries to the drop off locations. Expenses incurred to the activity may be charged against the School MOOE subject to the usual accounting and auditing rules and regulations.
4. For cluster schools drop-off locations are based strategically within their municipality and space availability.
5. Further, property custodians of pick and drop-off locations are reminded to promptly dispatch the deliveries. **Kindly report to the Division Office Property and Supply Unit any concerns regarding late picked up of the recipient schools.**



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
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Website: www.depedpampanga.ph



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6. Immediate and wide dissemination of this Memorandum is desired.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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Encl.: As stated.  
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DEPARTMENT OF EDUCATION  
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**ANNEX A**

**UPDATED OFFICIAL DROP-OFF LOCATIONS FOR THE PROCUREMENT OF  
GOODS IN DEPED PAMPANGA**

**FOR DISTRICT**

	SECTOR	DISTRICT	CENTRAL SCHOOL	ADDRESS
1	EAST	CANDABA EAST	BAHAY PARE ES	SITIO 1 BAHAY PARE, CANDABA, PAMPANGA
2	EAST	CANDABA NORTH	SALAPUNGAN ES	SALAPUNGAN, CANDABA, PAMPANGA
3	EAST	CANDABA WEST	CANDABA ES	BUAS, CANDABA, PAMPANGA
4	EAST	MEXICO NORTH	STO. ROSARIO ES	STO. ROSARIO, MEXICO, PAMPANGA
5	EAST	MEXICO SOUTH	MEXICO ES	STO. CRISTO, MEXICO, PAMPANGA
6	EAST	MEXICO WEST	ANAO ES	ANAO, MEXICO, PAMPANGA
7	EAST	SAN LUIS	SAN LUIS ES	STA. CRUZ POBLACION, SAN LUIS, PAMPANGA
8	EAST	STA. ANA	STA. ANA ES	STA. LUCIA, STA. ANA, PAMPANGA
9	NORTH	ARAYAT EAST	SAN NICOLAS ES	SAN NICOLAS, ARAYAT, PAMPANGA
10	NORTH	ARAYAT WEST	ARAYAT CS	SAN AGUSTIN SUR, ARAYAT, PAMPANGA
11	NORTH	BACOLOR SOUTH	BACOLOR INTEGRATED SCHOOL	CABAMBANGAN, BACOLOR, PAMPANGA
12	NORTH	BACOLOR NORTH	BACOLOR ES MADAPDAP RESETTLEMENT	MADAPDAP RESETTLEMENT, MABALACAT, PAMPANGA
13	NORTH	MAGALANG NORTH	SAN MIGUEL ES	SAN MIGUEL, MAGALANG, PAMPANGA
14	NORTH	MAGALANG SOUTH	MAGALANG CS	SAN NICOLAS, MAGALANG, PAMPANGA
15	NORTH	PORAC EAST	PORAC ES	LUMANLAN ST., POBLACION, PORAC, PAMPANGA
16	NORTH	PORAC WEST	MITLA ES	MODEL COMMUNITY PIO, PORAC, PAMPANGA
17	SOUTH	APALIT	SAN VICENTE ES	SAN VICENTE, APALIT, PAMPANGA
18	SOUTH	MACABEBE EAST	MACABEBE ES	SAPANG PARI, SAN ROQUE, MACABEBE, PAMPANGA
19	SOUTH	MACABEBE WEST	STA. MARIA ES	STA. MARIA, MACABEBE, PAMPANGA
20	SOUTH	MASANTOL SOUTH	BEBE ANAC ES	BEBE ANAC, MASANTOL, PAMPANGA
21	SOUTH	MASANTOL NORTH	MASANTOL ES	SAN NICOLAS, MASANTOL, PAMPANGA
22	SOUTH	MINALIN	MINALIN ES	STO. ROSARIO, MINALIN, PAMPANGA
23	SOUTH	SAN SIMON	SAN SIMON ES	SAN JOSE, SAN SIMON, PAMPANGA
24	SOUTH	STO. TOMAS	SAN MATIAS ES	SAN MATIAS, STO. TOMAS, PAMPANGA
25	WEST	FLORIDABLANCA EAST	FLORIDABLANCA ES	SAN ANTONIO, FLORIDABLANCA, PAMPANGA
26	WEST	FLORIDABLANCA WEST	SAN JOSE ES	SAN JOSE FLORIDA BLANCA
27	WEST	GUAGUA EAST	GUAGUA ES	STA. FILOMENA, GUAGUA, PAMPANGA
28	WEST	GUAGUA WEST	SAN ANTONIO CENTRAL SCHOOL	SAN ANTONIO, GUAGUA, PAMPANGA
29	WEST	LUBAO EAST	LUBAO ES	PLAZA LUBAO, LUBAO, PAMPANGA
30	WEST	LUBAO NORTH	STA. MONICA ES	STA. MONICA, LUBAO, PAMPANGA
31	WEST	LUBAO WEST	STA. CRUZ ES	STA. CRUZ, LUBAO, PAMPANGA
32	WEST	SASMUAN	SASMUAN ES	STA. LUCIA, SASMUAN, PAMPANGA
33	WEST	STA. RITA	STA. RITA ES	SAN VICENTE, STA. RITA, PAMPANGA

Prepared by:

**SHARON M. CATANGAL**  
Administrative Officer IV  
Property and Supply Unit

Approved by:

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent



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**ANNEX B**

**UPDATED OFFICIAL DROP-OFF LOCATIONS FOR THE PROCUREMENT OF  
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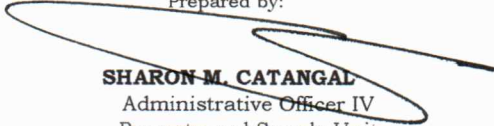
**SECONDARY-BY CLUSTER**

	CLUSTER	SCHOOL NAME	MUNICIPALITY
1	Cluster I	Andres M. Luciano HS	MAGALANG
2	Cluster II	Pulung Santol HS-Main	PORAC
3	Cluster III	San Roque Dau NHS	LUBAO
4	Cluster IV	San Juan HS- Mexico	MEXICO
5	Cluster V	San Luis HS	SAN LUIS
6	Cluster VI	San Matias HS	SANTO TOMAS
7	Cluster VII	Masantol High School	MASANTOL

**SECONDARY-BY MUNICIPALITY**

	CLUSTER	SCHOOL NAME	MUNICIPALITY
1	Cluster I	Justino Sevilla High School	ARAYAT
2	Cluster I	Andres M. Luciano HS	MAGALANG
3	Cluster II	Betis High School	GUAGUA
4	Cluster II	Pulung Santol HS-Main	PORAC
5	Cluster II	Becuran High School	SANTA RITA
6	Cluster II	Sto. Tomas NHS (Sasmuan)	SASMUAN (SEXMOAN)
7	Cluster III	Floridablanca National Agric	FLORIDABLANCA
8	Cluster III	San Roque Dau NHS	LUBAO
9	Cluster IV	San Vicente Pilot School for	BACOLOR
10	Cluster IV	San Juan HS- Mexico	MEXICO
11	Cluster IV	Sta. Ana NHS	SANTA ANA
12	Cluster V	Pasig High School	CANDABA
13	Cluster V	San Luis HS	SAN LUIS
14	Cluster VI	San Matias HS	SANTO TOMAS
15	Cluster VI	Sta. Maria HS -Minalin	MINALIN
16	Cluster VI	San Simon HS	SAN SIMON
17	Cluster VI	Apalit High School	APALIT
18	Cluster VII	Macabebe High School	MACABEBE
19	Cluster VII	Masantol High School	MASANTOL

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