



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 10 2026

DIVISION MEMORANDUM

No. 123 s. 2026

**TURNOVER OF NON – FUNCTIONAL CHERRY MOBILE TABLETS ISSUED
UNDER THE SPECIAL EDUCATION FUND (SEF) OF THE PROVINCIAL
GOVERNMENT OF BATAAN AND REQUEST
FOR RELIEF FROM ACCOUNTABILITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Secondary School Heads
School Property Custodians
School ICT Coordinators
All Others Concerned

1. In line with proper property management and pursuant to existing rules and regulations of the Department of Education and the Commission on Audit, all schools are hereby directed to facilitate the turnover of all non-functional Cherry Mobile Tablet units issued under the Special Education Fund (SEF) by the Provincial Government of Bataan.
2. School Property Custodians and ICT Coordinators shall conduct a thorough inspection and validation of all non-functional Cherry Mobile Tablets issued under the SEF.
3. The following documents shall be prepared and attached upon turnover:
 - a) Inspection and Technical Evaluation Report indicating the nature of defects
 - b) Waste Materials Report (WMR)
 - c) Inventory and Inspection Report of Unserviceable Property (IIRUP)
 - d) Letter Request for Relief of Accountability addressed to the Schools Division Superintendent
4. All identified non-functional units, together with the complete supporting documents, shall be physically turned over to the Division ICT Unit and Supply Unit **on or before April 6, 2026.**



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5. Concerned accountable officers shall formally request relief of accountability for the aforementioned items, subject to evaluation and recommendation of the Division ICT Unit and Supply Unit, and in accordance with applicable COA rules and regulations.
6. Strict compliance with this Memorandum is hereby enjoined to ensure proper recording, updating of property records, and appropriate disposition of the said equipment.
7. For information and strict compliance.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

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March 5, 2026