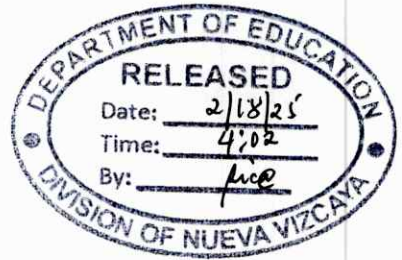




Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA




February 18, 2025

DIVISION MEMORANDUM  
NO. 90 s. 2025

**DISTRIBUTION OF LAPTOPS FUNDED BY  
PROVINCIAL SPECIAL EDUCATION FUND (PSEF), CY 2024**

TO : All District Supervisors/Districts In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office announces the distribution of Laptops to selected teachers on February 20, 2025 from the Division Supply Officer, Ms. Gaye D. Castillo, at the Schools Division Office, Bayombong, Nueva Vizcaya.
2. The School Property Custodians of the identified schools are advised to pick up the laptops (Enclosure) to be distributed to the identified teachers.
3. The following are usage guidelines:
  - Ensure that only authorized personnel use the laptops. Avoid using them for personal activities.
  - Laptops issued are strictly for official purposes only.
  - Safeguard them from damage or loss.
  - Adhere to all applicable rules and regulations regarding the use of government property, including those related to data security and privacy.
  - The School Custodian is responsible to report to the Division ICTU and service provider of any technical issues or damages immediately within the 3-year warranty period for timely repairs.
4. For any clarification, please contact Mr. Ezekel C. Garing, IT Officer, via email at [ezekel.garing@deped.gov.ph](mailto:ezekel.garing@deped.gov.ph)
5. For information, guidance and compliance.

  
ORLANDO E. MANUEL, PhD CESO V  
Schools Division Superintendent  
02-2025-93

Incl.: List of Recipients



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
**Cellphone No:** • +63 962 681 4945 • +63 992 035 2123  
**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
**Website:** <https://sdonuevavizcaya.com/>



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA  
Bayombong

Enclosure to Division Memorandum No. 90, s. 2025

**LIST OF RECIPIENTS FOR THE ICT EQUIPMENT  
FUNDED UNDER CY 2024 PSEF**

No.	Name	Position	School
	David S. Dela Cueva	Master Teacher I	Villa Coloma Memorial ES
	Jed R. Gervacio	Teacher III	Paniki ES
	Roderick C. Bulan	Teacher III	Bagabag CS
	Junifen V. Clemencia	Teacher III	Sta. Cruz ES
	Jan Kenneth M. Camarillo	Teacher III	Sta. Lucia ES
	Emerson J. Clariz	Teacher III	Villa Coloma Memorial ES
	Angelyn M. Garing	Teacher III	NVGCHS
	Dolores A. Santos	Teacher III	Bonfal NHS
	Roxanne Elaine Rubas	Teacher III	Solano HS
	Rhea Nel E. sarmiento	Teacher III	Solano East CSIS
	Alma A. Loñez	Teacher III	Bugnay ES
	Rosalie L. Jimenez	Teacher III	San Luis ES
	Leny T. Lelis	Teacher III	Antutot ES
	Myla N. Guzman	Teacher I	Betawang ES
	Lovely Michelle Udan	Teacher I	Escoting ES
	John Ray Caliba	Teacher II	Gov. Juan Manzano ES



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
Telephone Nos.: (078) 362-0106, 09171589946  
Email Address: [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
Website: <https://sdonuevavizcaya.com/>