



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 10, 2025

**REGIONAL MEMORANDUM**

CLMD-2025- 1669

**SPECIAL TECHNICAL WORKING GROUP (TWG) FOR THE PRE-DELIVERY  
INSPECTION OF THE TOOLS AND EQUIPMENT IN SENIOR HIGH  
SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD**

To: Schools Division Superintendents } Division of Leyte  
All Others Concerned } Division of Tacloban City

1. This Office, through the Curriculum and Learning Management Division (CLMD), requires the following Special Technical Working Group (TWG) for the Pre-Delivery Inspection of the Tools and Equipment in Senior High School Technical Vocational Livelihood, on December 15, 2025, at BeltranTan Warehouse, Diversion Road Campetic, Palo, Leyte.

Name	Specializations	School / Division
Rachel Peñalosa	Bread and Pastry Production Cookery	San Jose NHS, Tacloban City
Armie Joy Fumar	Food and Beverage Services	Scandinavian NHS, Tacloban City
Glenn S. Bazar	Electrical Installation and Maintenance	San Jose NHS, Tacloban City
Corweila Serrano	Wellness Massage	Sto. Nino NHS, Tacloban City
Nelda Leyson	Hairdressing	Leyte NHS, Tacloban City
Edgar Remandaban Jr.	Caregiving	Calingcaguing NHS, Leyte
Virginia B. Cajate	Dressmaking Tailoring	Gregorio C. Catenza NHS, Leyte
Ernani S. Fernandez Jr.	Education Program Supervisor	DepEd Regional Office
Gerry Ranes	Education Program Supervisor	Leyte
Bernaldo Basiano	Education Program Supervisor	Tacloban City

2. The Special TWG shall oversee all inspection activities to ensure that the procured tools and equipment meet the prescribed standards and specifications, thereby enhancing the effective delivery of TVL instruction.
3. Travel expenses shall be charged against local funds, School MOOE, or other available funds subject to usual government accounting and auditing rules and regulations.
4. This Memorandum shall serve as the official Travel Authority for all participants.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**RONALO AL K. FIRMO, CESO IV**

Assistant Regional Director

Officer-in-Charge

Office of the Regional Director

Enclosure: as stated

Reference: as stated

To be indicated in the Perpetual Index under the following subjects:

LEARNING TOOLS AND EQUIPMENT  
PRE-DELIVERY INSPECTION  
SENIOR HIGH SCHOOL



CLMD-ESF



DEPARTMENT OF EDUCATION  
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Km. 29 Mac Arthur Highway San Juan Balagtas Bulacan  
0917 464 4566 beltrantantrading.bulacan@gmail.com

09 December 2025

To: **Dr. Ronelo Al K. Firmo**  
Regional Director  
Department of Education  
Region VIII

Thru: **Ms. Ma. Laura F. Paglinawan**  
Supply Officer III  
Department of Education  
Region VIII

### Request for Pre-Delivery Inspection

Dear **Dr. Firmo**,

Good day.

I hope this message finds you well. We respectfully request the conduct of a pre-delivery inspection on **15 December 2025** for the items to be delivered for the project entitled: *Procurement and Delivery of Technical-Vocational-Livelihood (TVL) Equipment Packages*, for the following lots: TVL 2024 Lot 1, TVL 2024 Lot 2, TVL 2025 Lot 1 and TVL 2025 Lot 2.

This request is made to facilitate the verification and confirmation of the items in accordance with the specifications and requirements under the contract.

Your guidance on this matter will help us ensure proper documentation and closure of the delivery process. Thank you for your time and assistance. Please let us know at your earliest convenience.

Respectfully,

**GINA B. TAN**  
Owner  
Beltrantan Trading