

March 27, 2017

DIVISION MEMORANDUM**No. 115, S. 2017****2017 ANNUAL INVENTORY OF SCHOOL PROPERTIES****To: Public Elementary, Secondary and Senior Highschool School Heads**

1. This is to inform the field that the annual inventory of school Properties and fixed assets shall be conducted in all public elementary schools, secondary schools & senior high schools on April 17-21, 2017 and April 25, 2017.

2. The Division Inventory Committee is composed of the following:

Chair: Armin M. Tayag
Co-Chair: Edgar L. Manabat
COA Representative

Group I:

Norma P. Cabigting
Noel S. Reganit
Rosalie G. Chin
Maria Leonora E. Vinoya
Benedict S. Canlas
Myla N. Calma

Group II:

Marilou Q. Castro
Avenair V. Mendoza
Dennis M. Bautista
Cristina C. Miguel
Sherwin C. Aronce
Noel D. Gulapa

3. The school head, property custodian and teacher librarian are required to be in school during the committee's visit.

4. The attached Schedule must be followed STRICTLY.

5. Please prepare updated **IT Inventory, Office Equipment Inventory, Books/Instructional Mat'ls Inventory, Furnitures & Fixtures Inventory and Other Supplies Inventories** - (e.g. Lab. Equipments, IA tools, Garden tools, Science & Math equipment etc.) and send soft copies to divisionsupplyoffice@gmail.com. The filename should be affixed as the following: <name of school> <type of inventory> (e.g. SBES IT INVENTORY)

6. Please remind the teachers to open their classrooms during the inventory.

7. Wide dissemination of and strict compliance to this Memorandum is desired.


LEILANI S. CUNANAN, CESO VI
OIC-Schools Division Superintendent

Schedule of Inventory

APRIL 17 (Group 1)	NORTHVILLE15 IS	9:00 - 10:30 AM
	CUTUD ES	10:40 - 12:00 NN
	EPZA RESETTLEMENT ES	1:00 - 2:30 PM
	BVRHS	2:30 - 3:45 PM
	PULUNG CACUTUD ES	3:50 - 5:00 PM
APRIL 17 (Group 2)	GRLIS	9:00 - 10:30 AM
	SAPA LIBUTAD ES	10:40 - 12:00 NN
	ENRICA SANDICO ES	1:00 - 2:00 PM
	JOSE P. DIZON ES	2:15 - 4:00 PM
APRIL 18 (Group 1)	FGNMHS	8:30 - 10:15 AM
	PINEDA GUTIERREZ ES	10:20 - 12:00 NN
	A.G. TINIO ES	1:00 - 2:00 PM
	MINING ES	2:10 - 3:15 PM
	DAMES	3:30 - 4:30 PM
APRIL 18 (Group 2)	BELEN HOMESITE ES	8:45 - 10:30 AM
	SALAPUNGAN ES	10: 40 - 12:00 NN
	SAN IGNACIO ES	1:00 - 2:30 PM
	MARISOL BLISS ES	2:45 - 4:00 PM
APRIL 19 (Group 1)	PULUNGBULU ES	8:15 - 10:00 AM
	STO. DOMINGO IS	10:10 -12:00 NN
	LEONCIA VILLAGE ES	1:00 - 2:30 PM
	APUNG GUIDANG ES	2:45 - 4:30 PM
APRIL 19 (Group 2)	CUTCUT ES	8:30 - 10:00 AM
	M. NEPO ES	10:15 - 12:00 NN
	DON PEPE HENSON ES	1:00 - 2:30 PM
	PAMPANG ES	2:40 - 4:30 PM
APRIL 20 (Group 1)	STO. ROSARIO ES	8:10 - 10:00 AM
	LNW ES	10:15 - 12:00 NN
	STA. TERESITA ES	1:00 - 2:30 PM
	RLLMHS	2:45 - 4:15 PM
APRIL 20 (Group 2)	CUAYAN ES	8:30 - 10:00 AM
	E.M. GANZON ES	10:15 - 12:00 NN
	AMSIC IS	1:00 - 2:45 PM
	MALABANIAS IS	3:00 - 4:30 PM
APRIL 21 (Group 1)	TACONDO ES	8:45 - 10:15 AM
	SAPANG BATO ES	10:15 - 12:00 NN
	SAPANG BATO NHS	1:00 - 2:30 PM
	SITIO TARGET	2:45 - 4:00 PM
APRIL 21 (Group 2)	AIRFORCE CITY ES	8:30 - 9:30 AM
	A.G. PABALAN ES	9:45 - 12:00 NN
	GUECO BALIBAGO ES	1:00 - 2:30 PM
	STA. MARIA ES	2:40 - 3:40 PM
	SITIO PADER ES	3:40 - 4:30 PM
APRIL 25 (Group 1)	T.P. TINIO ES	8:30 - 10:15 AM
	VIRGEN DELOS REMEDIOS ES	10:30 - 12:00 NN
	CLEMENDES	1:00 - 2:30 PM
	AES	2:40 - 4:30 PM
APRIL 25 (Group 2)	ACNTS	8:30 - 10:00 AM
	ACNHS	10:10 -12:00 NN
	ACSHS	1:00 - 2:30 PM
	CM RECTO ICT	2:30- 4:00 PM