

March 29, 2017

DIVISION MEMORANDUM

No. 120 , S. 2017

**CORRIGENDUM TO DIVISION MEMO NO 115, S.2017 DATED MARCH 27, 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, 2017 – May 3, 2017
2. The Division Inventory Committee is composed of the following:

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

Norma P. Cabigting
Noel S. Reganit
Marilou Q. Castro
Aveneir V. Mendoza
Benedict S. Canlas
Sherwin C. Aronce
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



APRIL 17	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 18	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 19	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 20	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 21	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 24	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 25	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 26	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 27	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 28	AIR FORCE CITY ES	8:30 - 9:30 AM
	A.G. PABALAN ES	9:45 - 12:00 NN
	STA. MARIA ES	1:00 - 2:00 PM
	GUECO BALIBAGO ES	2:20 - 3:40 PM
	SITIO PADER ES	3:40 - 4:30 PM
MAY 2	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
MAY 3	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