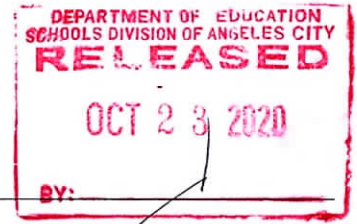




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



October 21, 2020

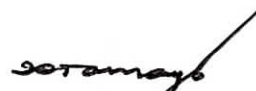
**DIVISION MEMORANDUM**

No. 256, S. 2020

**SUBMISSION OF INVENTORY OF SCHOOL PROPERTIES**

**To: Public Elementary, Non-autonomous Secondary and Senior Highschool School Heads**

1. This is to inform the field that to facilitate the inventory of school properties, schools are directed to submit their updated inventory using the 2019 Inventory Template.
2. Please prepare updated **IT Inventory, Office Equipment Inventory, Books/Instructional Mat'ls Inventory, Furniture & Fixtures Inventory, Building Inventory, Other Supplies Inventories and SME Inventory** in hard copy and submit duly signed copy to the Supply Office.
3. Soft copy of inventories shall be sent to armin.tayag@deped.gov.ph.
4. Deadline for submission is on November 9, 2020.
5. Wide dissemination of and strict compliance to this Memorandum is desired.

  
**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



amt/AOIV/OSDS

Control No: 2020-239



Address: Jesus Street, Pulungbulu, Angeles City  
Telephone No. (045) 322-4101

