



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



June 2, 2021

**DIVISION MEMORANDUM**  
No. 137, S. 2021

**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 2020 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.tayaq@deped.gov.ph](mailto:armin.tayaq@deped.gov.ph).
4. Please affix the school's name to the softcopy filename. (e.g. RPCPPE\_MNES).
5. Deadline for submission is on June 18, 2021.
6. 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: 091



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

