



Department of Education
Region III - Central Luzon
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099

April 22, 2014 *4-24-14*
3:30 pm
un

DIVISION MEMORANDUM
No. 26, S. 2014

2014 ANNUAL INVENTORY OF SCHOOL PROPERTIES

To: Public Elementary and Secondary School Heads

1. This is to inform that the annual inventory of school properties and fixed assets shall be conducted in all public elementary schools and in non-autonomous secondary schools.

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

- Chair: Mrs. Luz C. Arriola
- Co-Chair: Dr. Imelda P. Macapac
- Members: Mr. Emerito C. Nicdao
- Mrs. Gay Y. Pangilinan
- Mrs. Minerva Canasa
- Mr. Edgar L. Manabat
- Ms. Victoriana P. Bondoc
- Mrs. Daisie T. David
- Ms. Maria Erika P. Balboa
- Mrs. Myra P. Escalante
- Mr. Avenair Mendoza
- COA: Mrs. Norma V. Mendoza/Her Representatives

ASDS - [Signature]
East - [Signature]
South - [Signature]
North - [Signature]
West - [Signature]
SBAS - [Signature]
ICT - [Signature]
Northville - [Signature]
GRLIS - [Signature]

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

4. The attached schedule must be followed **STRICTLY**.

5. The soft copies of the inventory form will be sent thru email to the school or the property custodian's email address. All queries on the inventory form will be entertained during the inventory.

6. Stack all the books by 5 or by 10 and must be arranged per grade/year level.

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

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

[Signature]
LUZ C. ARRIOLA
Schools Division Superintendent

May 7	Belen Homesite ES	8:30 - 9:30 AM
	Mining ES	9:50 - 10:50 AM
	Salapungan ES	11:00 -12:00 NN
	San Ignacio ES	1:00 - 2:00 PM
	Pandan ES	2:20 - 3:30 PM
May 8	Northville 15 IS	8:30 - 9:30 AM
	Cutud ES	9:50 - 10:50 AM
	EPZA Res. ES	11:00 -12:00 NN
	Pulung Cacutud ES	1:00 - 2:00 PM
	Enrica Sandico ES	2:20 - 3:30 PM
May 14	Pineda-Gutierrez ES	8:30 - 9:30 AM
	A.G. Tinio ES	9:50 - 10:50 AM
	Gov. Rafael L. Lazatin IS	11:00 -12:00 NN
	Sapalibutad ES	1:00 - 2:00 PM
	Don Ambrosio ES	2:20 - 3:30 PM
May 15	Cutcut ES	8:30 - 9:30 AM
	Leoncia Village ES	9:50 - 10:50 AM
	Sto. Domingo ES	11:00 -12:00 NN
	Pulungbulu ES	1:00 - 2:00 PM
	Angeles ES	2:20 - 3:30 PM
May 21	M. Nepomuceno ES	8:30 - 9:30 AM
	Apung Guidang ES	9:50 - 10:50 AM
	Lourdes Northwest ES	11:00 -12:00 NN
	Don Pepe Henson ES	1:00 - 2:00 PM
	Pampang ES	2:20 - 3:30 PM
May 22	Cuayan ES	8:30 - 9:30 AM
	E.M. Ganzon ES	9:50 - 10:50 AM
	Malabantias ES	11:00 -12:00 NN
	Amsic IS	1:00 - 2:00 PM
	Sta. Maria ES	2:20 - 3:30 PM
May 23	T. P. Tinio ES	8:30 - 9:30 AM
	Sta. Teresita ES	9:50 - 10:50 AM
	VDRLES	11:00 -12:00 NN
	Marisol Bliss ES	1:00 - 2:00 PM
	Dr. Clemente N. Dayrit ES	2:20 - 3:30 PM
May 27	Sitio Pader ES	8:20 - 9:20 AM
	A. G. Pabalan ES	9:30 - 10:30 AM
	Gueco Balibago ES	10:50 -12:00 NN
	C.M. Recto ICT HS	1:00 - 2:00 PM
	Sto. Rosario ES	2:20 - 3:30 PM
May 28	Sapangbato HS	8:20 - 9:20 AM
	Sapang Bato ES	9:30-12:00 NN
	Sitio Target ES	
	Tacondo ES	1:00 - 2:00 PM
	Air For City ES	2:20 - 3:30 PM