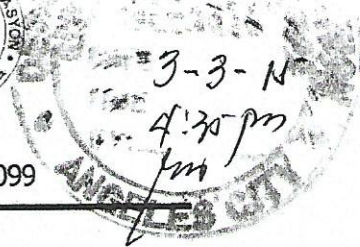




DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulung Bulu, Angeles City
Tel. Nos. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6099

March 3, 2015

DIVISION MEMORANDUM

No. 37, S. 2015

2015 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 from April 21 to 24, 2015.
2. The Division Inventory Committee is composed of the following:

Chair: Mr. Armin M. Tayag (Div. Supply Officer)
Co-Chair: Mr. Emerito C. Nicdao (EPS I)
COA Representative

Cluster I: Mrs. Gay Y. Pangilinan (Div. Accountant III)
Ms. Rosalie G. Chin
Mrs. Finet D. Manansala
North District Property Custodian

Cluster II: Mr. Aveneir Mendoza (ITO)
Ms. Christina S Sarmiento
South District Property Custodian
West District Property Custodian

Cluster III: Mr. Edgar L. Manabat (EPS I)
Ms. Norma P. Cabigting
Ms. Myra P. Escalante
East District Property Custodian
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 books by 5 or by 10 and must be arranged per grade/year level.
7. Please remind the teachers to open their classrooms during the inventory.
8. Wide dissemination of and strict compliance to this Memorandum is desired.


NICOLAS T. CAPULONG, Ph. D., CESO VI
Schools Division Superintendent

Cluster I APRIL 21 (Tues)	Belen Homesite ES	8:00 - 10:00 AM
	Mining ES	10:30 - 12:00 NN
	Don Ambrocio ES	1:00 - 3:00 PM
	San Ignacio ES	3:30 - 5:00 PM
Cluster I APRIL 22 (Wed)	Angeles ES	8:00 - 10:00 AM
	Jose P. Dizon ES	10:30 - 12:00 NN
	Sapalibutad ES	1:00 - 3:00 PM
	Gov. Rafael L. Lazatin IS	3:30 - 5:00 PM
Cluster I APRIL 23 (Thurs)	Lourdes Northwest ES	8:00 - 10:00 AM
	Cuayan ES	10:30 - 12:00 NN
	E.M. Ganzon ERS	1:00 - 3:00 PM
	Amsic ES	3:30 - 5:00 PM
Cluster I APRIL 24 (Fri)	Marisol Bliss ES	8:00 - 10:00 AM
	Gueco Balibago ES	10:30 - 12:00 NN
	A.G. Pabalan ES	1:00 - 3:00 PM
Cluster II APRIL 21 (Tues)	Northville ES	8:00 - 10:00 AM
	Cutud ES	10:30 - 12:00 NN
	EPZA ES	1:00 - 3:00 PM
	Pulung Cacutud ES	3:30 - 5:00 PM
Cluster II APRIL 22 (Wed)	Pulung Bulu ES	8:00 - 10:00 AM
	Sto. Domingo ES	10:30 - 12:00 NN
	Leoncis Village ES	1:00 - 3:00 PM
	Cutcut ES	3:30 - 5:00 PM
Cluster II APRIL 23 (Thurs)	T.P. Tinio ES	8:00 - 10:00 AM
	Sitio Pader ES	10:30 - 12:00 NN
	Sta. Maria ES	1:00 - 3:00 PM
	Malabantias ES	3:30 - 5:00 PM
Cluster II APRIL 24 (Fri)	Sto. Rosario ES	8:00 - 10:00 AM
	Sapangbato ES	10:30 - 12:00 NN
	Sapangbato HS	1:00 - 3:00 PM
Cluster III APRIL 21 (Tues)	Enrica Sandico ES	8:00 - 10:00 AM
	Pineda Gutierrez ES	10:30 - 12:00 NN
	A.G Tinio ES	1:00 - 3:00 PM
	Salapungan ES	3:30 - 5:00 PM
Cluster III APRIL 22 (Wed)	Apung Guidang ES	8:00 - 10:00 AM
	M. Nepomuceno ES	10:30 - 12:00 NN
	Don Pepe Henson ES	1:00 - 3:00 PM
	Pampang ES	3:30 - 5:00 PM
Cluster III APRIL 23 (Thurs)	Dr. Clemente N. Dayrit ES	8:00 - 10:00 AM
	C.M. Recto ICT HS	10:30 - 12:00 NN
	VDRLES	1:00 - 3:00 PM
	Sta. Teresita ES	3:30 - 5:00 PM
Cluster III APRIL 24 (Fri)	Tacondo ES	8:00 - 10:00 AM
	Sitio Target ES	10:30 - 12:00 NN
	Air Force City ES	1:00 - 3:00 PM