



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulung Bulu, Angeles City



Tel. No.(045) 322-5722; 888-0582/Fax Nos. (045) 322-4702; 887-6099

May 8, 2013

DIVISION MEMORANDUM

No. **3/**, s. 2013

2013 ANNUAL INVENTORY OF SCHOOL PROPERTIES

To: All 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 and secondary schools on May 20 – 30, 2013.

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

Chair:	Mrs. Luz C. Arriola
Members:	Mr. Edgar L. Manabat
	Mrs. Evelina M. Enriquez
	Mrs. Gay Y. Pangilinan
	Mrs. Minerva Canasa
	Mrs. Daisie David
	Mrs. Myra Escalante
COA:	Representative from COA

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. Wide dissemination of and strict compliance to this memorandum is desired.


LUZ C. ARRIOLA
OIC - Schools Division Superintendent

2013 ANNUAL INVENTORY OF SCHOOL PROPERTIES

May 20	San Ignacio ES Belen Homesite ES Pandan ES Enrica Sandico ES Cutud ES Northville 15 IS	8:20 - 9:20 9:40 - 10:40 10:45 - 12:00 1:00 - 2:30 2:30 - 3:45 4:00 - 5:00
May 21	A.G. Tinio ES Pineda-Gutierrez ES Pulung Cacutud ES Sapalibutad ES Gov. Rafael L. Lazatin IS EPZA ES	8:20 - 9:50 10:10 - 11:10 11:20 - 1:00 2:00 - 3:00 3:10 - 4:10 4:15 - 5:15
May 22	Angeles ES Pulung Bulu ES Sto. Domingo ES Leoncia Village ES Cutcut ES	8:15 - 9:15 10:00 - 11:00 11:05 - 12:35 2:00 - 3:30 3:40 - 5:00
May 23	M. Nepo ES Lourdes Northwest ES Don Pepe ES Pampang ES Sta. Teresita ES	8:15 - 9:45 10:00 - 11:00 11:05 - 12:35 2:00 - 3:30 3:35 - 5:00
May 24	Mining ES Salapungan ES Sto. Rosario ES Claro M. Recto ICT HS Angeles City Science HS	8:15 - 9:45 10:00 - 11:00 11:05 - 12:35 2:00 - 3:30 3:35 - 5:00
May 27	Marisol Bliss ES Virgen Delos Remedios ES CLEMENDES Teodoro P. Tinio ES Sta. Maria ES	8:15 - 9:45 10:00 - 11:30 11:05 - 12:40 2:00 - 3:30 3:45 - 5:00
May 28	Apung Guidang ES Cuayan ES E.M. Ganzon ES Amsic ES Malabantias ES	8:15 - 9:45 10:00 - 11:00 11:10 - 12:40 2:00 - 3:30 3:15 - 5:00
May 29	Sitio Pader ES Gueco Balibago ES Rafael L. Lazatin MHS A.G. Pabalan ES Air Force City	8:30 - 9:30 9:45 - 10:45 11:00 - 12:30 2:00 - 3:30 3:45 - 5:00
May 30	Don Ambrosio ES Tacondo ES Sapang Bato ES Sitio Target ES Sapang Bato HS	8:45 - 9:45 10:00 - 11:00 11:05 - 12:05 2:00 - 3:00 3:30 - 5:00