

March 19, 2018

DIVISION MEMORANDUM
No. 130, S. 2018



2018 ANNUAL INVENTORY OF SCHOOL PROPERTIES

To: Public Elementary, Secondary and Senior Highschool School Heads

1. This is to inform the field that the annual inventory of school Properties and fixed assets shall be conducted in all public elementary schools, secondary schools & senior high schools on April 16, 2018 – May 2, 2018.
2. The Division Inventory Committee is composed of the following:

Chair: Armin M. Tayag
Co-Chair: Edgar L. Manabat
COA Representative

Norma P. Cabigting
Noel S. Reganit
Dennis Bautista
Aveneir V. Mendoza
Noel R. Gulapa
Sherwin C. Aronce
Vilma T. Enciso
Aiza G. Lugtu
3. The school head, property custodian and teacher librarian are required to be in school during the committee's visit.
4. The attached Schedule must be followed STRICTLY.
5. Please prepare updated **IT Inventory, Office Equipment Inventory, Books/Instructional Mat'ls Inventory, Furniture & Fixtures Inventory, Building Inventory and Other Supplies Inventories** in hard copy and send soft copies to divisionsupplyoffice@gmail.com.
6. Please remind the teachers to open their classrooms during the inventory.
7. Wide dissemination of and strict compliance to this Memorandum is desired.


LEILANI S. CUNANAN, CESO VI
OIC-Schools Division Superintendent 

Schedule of Inventory

APRIL 16	NORTHVILLE15 IS	9:00 - 10:30 AM
	CUTUD ES	10:40 - 12:00 NN
	EPZA RESETTLEMENT ES	1:00 -2:30 PM
	BVRHS	2:30 - 3:45 PM
	PULUNG CACUTUD ES	3:50 - 5:00 PM
APRIL 17	GRLIS	9:00 - 10:30 AM
	SAPA LIBUTAD ES	10:40 - 12:00 NN
	ENRICA SANDICO ES	1:00 - 2:00 PM
	JOSE P. DIZON ES	2:15 - 4:00 PM
APRIL 18	FGNMHS	8:30 - 10:15 AM
	PINEDA GUTIERREZ ES	10:20 - 12:00 NN
	A.G. TINIO ES	1:00 - 2:00 PM
	MINING ES	2:10 - 3:15 PM
	DAMES	3:30 - 4:30 PM
APRIL 19	BELÉN HOMESITE ES	8:45 - 10:30 AM
	SALAPUNGAN ES	10: 40 - 12:00 NN
	SAN IGNACIO ES	1:00 - 2:30 PM
	MARISOL BLISS ES	2:45 - 4:00 PM
APRIL 20	PULUNGBULU ES	8:15 - 10:00 AM
	STO. DOMINGO IS	10:10 -12:00 NN
	LEONCIA VILLAGE ES	1:00 - 2:30 PM
	APUNG GUIDANG ES	2:45 - 4:30 PM
APRIL 23	CUTCUT ES	8:30 - 10:00 AM
	M. NEPO ES	10:15 - 12:00 NN
	DON PEPE HENSON ES	1:00 - 2:30 PM
	PAMPANG ES	2:40 - 4:30 PM
APRIL 24	STO. ROSARIO ES	8:10 - 10:00 AM
	LNW ES	10:15 - 12:00 NN
	STA. TERESITA ES	1:00 - 2:30 PM
	RLLMHS	2:45 - 4:15 PM
APRIL 25	CUAYAN ES	8:30 - 10:00 AM
	E.M. GANZON ES	10:15 - 12:00 NN
	AMSIC IS	1:00 - 2:45 PM
	MALABANIAS IS	3:00 - 4:30 PM
APRIL 26	TACONDO ES	8:45 - 10:15 AM
	SAPANG BATO ES	10:15 - 12:00 NN
	SAPANG BATO NHS	1:00 - 2:30 PM
	SITIO TARGET	2:45 - 4:00 PM
APRIL 27	AIR FORCE CITY ES	8:30 - 9:30 AM
	A.G. PABALAN ES	9:45 - 12:00 NN
	STA. MARIA ES	1:00 - 2:00 PM
	GUECO BALIBAGO ES	2:20 - 3:40 PM
	SITIO PADER ES	3:40 - 4:30 PM
APRIL 30	T.P. TINIO ES	8:30 - 10:15 AM
	VIRGEN DELOS REMEDIOS ES	10:30 - 12:00 NN
	CLEMENDES	1:00 - 2:30 PM
	AES	2:40 - 4:30 PM
MAY 2	ACNTS	8:30 - 10:00 AM
	ACNHS	10:10 -12:00 NN
	ACSHS	1:00 - 2:30 PM
	CM RECTO ICT	2:30- 4:00 PM