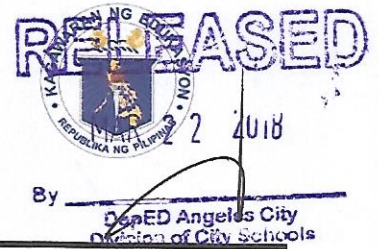




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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March 21, 2018

DIVISION MEMORANDUM
No. 136, S. 2018

2018 ANNUAL INVENTORY ORIENTATION

**To: Public Elementary, Secondary and Senior Highschool School Heads
School Property Custodians & School Supply Officers**

1. This is to announce that there will be an orientation on the annual inventory of school properties on April 10, 2018, 2:00 pm at the Library Hub, Angeles City
2. The objective of the orientation is to orient school property custodians and supply officers on the forms to be used in the annual inventory and discuss other concerns.
3. Participants to this orientation are the School Property Custodians & School Supply Officers.
4. Attached are soft copies of forms to be used for the inventory.
5. Wide dissemination and strict compliance to this Memorandum is desired.


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