



DIVISION MEMORANDUM

No. 163 s, 2016

**To: PUBLIC ELEMENTARY SCHOOLS
 PUBLIC SECONDARY SCHOOLS
 SCHOOL PROPERTY CUSTODIANS**

**From: *Allan G. Farnazo*
 ALLAN G. FARNAZO, PhD, CESO IV
 Regional Director IV, Concurrent SDS**

Subject: Inspection on all Government Equipments/Properties

Date: August 2, 2016

1. The field is hereby informed of the strict implementation of labelling ALL government Equipment/Properties using the prescribed Inventory Tag.
2. Government Equipment/Properties:
 - Laptops, desktop computers, ALL ICT equipment, office equipment such as teacher's tables, chairs, cabinets. (**Excluding** LGU equipment/properties)
3. The division supply officer shall conduct a room to room inspection per school. Inspection Reports will be consolidated by the supply officer to be submitted to DepEd R-10 and COA R-10.
4. Please take note on the schedule of inspection below:

DATE (2016)	TIME	SCHOOL	DATE (2016)	TIME	SCHOOL
August 17	AM	SanFrans ES	August 23	AM	Ulaliman ES
		SanFrans HS		PM	Himaya ES
	PM	Hinigdaan ES	August 24	AM	Taytay ES
		Hinigdaan HS		PM	Amoros ES
August 18	AM	Kalabaylabay ES	August 25	AM	Sambulawan ES
	PM	Bolisong ES		PM	Molugan CS
August 19	AM	Kibonbon ES	August 26	AM	Molugan HS
	PM	Cogon ES		PM	ESCS
August 22	AM	Sinaloc ES			
		PSB ES			

5. For information, guidance and strict compliance.

Copies Furnished:
 Person Concerned
 Records Section-Memorandum/

/fml

