DIVISION MEMORANDUM
No. 048 s, 2017

To: PUBLIC ELEMENTARY SCHOOL
PUBLIC JUNIOR HIGH SCHOOL
PUBLIC SENIOR HIGH SCHOOL
PUBLIC SCHOOL PROPERTY CUSTODIANS

From: ALLAN G. FARNAZO, Ph.D., CESO IV
Regional Director IV, Concurrent SDS

Subject: Submission of School Inventories

Date: February 24, 2017

1. You are hereby requested to submit your latest School Inventories of Books, Equipment, Land and School Buildings and other School Properties. This undertaking will allow the division and your respective schools to account the equipment, school buildings and books on hand. Deadline for submission is on March 10, 2017.

2. For information, guidance and compliance.