



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



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DIVISION MEMORANDUM

No. 073, s. 2019

TO: Public Elementary and Secondary Schools
All School Property Custodians
All Others Concerned

FROM: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC, Schools Division Superintendent 

SUBJECT: Meeting of School Property Custodians for Updates on Forms Used for
Submission of Reports and Orientation on the use of Inventory System

DATE: March 22, 2019

1. All school property custodians are hereby directed to attend the meeting for updates on the forms used for the submission of reports and the orientation on the use of inventory system on March 29, 2019, 8:00 – 5:00 P.M. at the Division LRMS Office, El Salvador City Division.
2. The purpose of this meeting is to ensure accurate submission of different reports and to get oriented with the new inventory system introduced by the Regional Office.
3. Further, participants are hereby directed to bring Laptop, Soft copy of inventory templates and own food provision for the said activity
4. For information, guidance, and compliance.

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