



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

09 November 2021

DIVISION MEMORANDUM
NO. 464, s. 2021

**PHYSICAL INSPECTION OF UNSERVICEABLE AND WASTE MATERIAL
EQUIPMENT**

To: **All Public Elementary and Secondary Schools**
All School Property Custodians
This Division

1. This office hereby informs all School Property Custodians in Elementary and Secondary to submit the Waste Material Report (WMR) and Inventory and Inspection Report of Unserviceable Property (IIRUP) on or before November 19, 2021 and are also advised to prepare for the physical inspection of unserviceable and waste material equipment on November 24-25, 2021.
2. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. Immediate and wide dissemination of this Memorandum is enjoined.

OLGA C. ALONSABE, Ph.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:
OSDS/ATS

