



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

08 September 2023

DIVISION MEMORANDUM
NO. 381, s. 2023

SCHOOL FURNITURE INVENTORY

To: **Public Elementary and Secondary Schools
Administrative Officer II
Assistant School Property Custodians
All Others Concerned**
This Division

1. To maximize the effective and efficient use of all physical resources of our Agency, Schools Division Offices are advised to conduct a physical inventory of the schools' furniture (armchairs, 2-seater) and update their records on school facilities.
2. To accomplish this, the schools shall determine if there is an excess or shortage of furniture (armchairs, 2-seater) based on actual enrolment. The Division Office through the Property and Supply Unit shall determine the excess furniture (armchairs, 2-seater) and shall distribute it to the schools having a shortage following the existing guidelines on transfer of property without cost.
3. This Office directs all schools to accomplish the template provided for School Furniture Inventory (armchairs, 2-seater) on or before September 13, 2023. The google sheet can be accessed through the link https://docs.google.com/spreadsheets/d/1y6n2cuiWYJw_ZReumU3zGW16A_axz2cz84hfoP8k9T44/edit?usp=sharing online.
4. 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.
5. For information, guidance, and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:
FURNITURES INVENTORY REPORTS

OSDS/hls



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882-6236
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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