



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY
IBJT Compound Carangan, Ozamiz City
Tel. No. (088) 545-0988; Fax No. (088) 545-0990



DIVISION MEMORANDUM

No. 35 , s. 2017

TO : Public Elementary School Heads
Public Secondary School Heads
School Property Custodians
This Division

SUBJECT : **SUBMISSION OF CONGRESSIONAL TEXTBOOK / LEARNER'S
MATERIAL INVENTORY REPORT AS OF JANUARY 31, 2017**

DATE : February 14, 2017

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1. In compliance to the message received from Regional Supply Officer, School Heads are required to submit the Congressional Textbook / Learner's Material Inventory Report (attached file) on or before February 20, 2017 in electronic and hard copies. Electronic copy shall be emailed to dorothyjoyyting@gmail.com.
 2. All new textbooks / learner's material received but not found on the list shall be added on the 5th sheet of the attached file. Please **DO NOT** insert rows on the given format for easy consolidation.
 3. Queries on this matter can be addressed to Ms. Dorothy Joy B. Yting, Administrative Officer IV (Supply), at mobile no. 09999144414.


REBENE MIL B. BAGUIO
Schools Division Superintendent