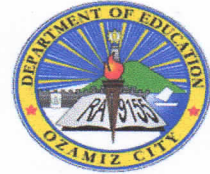




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**  
IBJT Compound Carangan, Ozamiz City  
Tel. No. (088) 545-0988; Fax No. (088) 545-0990



DIVISION MEMORANDUM

No. 102 , s. 2016

TO : PUBLIC SECONDARY SCHOOL HEADS  
PUBLIC ELEMENTARY SCHOOL HEADS

SUBJECT : **ORIENTATION FOR SCHOOL HEADS AND SCHOOL PROPERTY  
CUSTODIAN RE: INVENTORY PREPARATION GUIDELINES**

DATE : March 28, 2016

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1. To ensure effective and efficient conduct of physical count of inventories for all school properties, this Office calls on all school head and school property custodian for an orientation on the inventory preparation guidelines at the Division Multi-Purpose Hall on;

April 4, 2016 at 2:00 p.m. – District 1 to 6

April 5, 2016 at 9:00 a.m. – District 7 to 10

2. Attendance is a must

3. For queries, contact Dorothy Joy B. Yting, Supply Officer.

  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent