



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

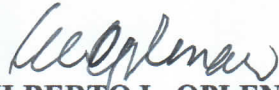
No. 109 , s. 2019

TO : OIC, Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary/Secondary School Heads
School Property Custodians

SUBJECT : **SUBMISSION OF INVENTORY REPORT FOR DCP PACKAGE AND SCHOOL FURNITURE**

DATE : March 29, 2019

1. In compliance to the Memorandum from Asset Management Division dated March 18, 2019, School Heads and School Property Custodians are required to submit Inventory Report for DCP Package and School Furniture (attached).
2. Deadline for submission of electronic and hard copy of Inventory for DCP Package is on April 10, 2019 and Inventory for School Furniture is on April 24, 2019. Please email the electronic copy to dorothy.yting@deped.gov.ph on the said deadlines.
3. Queries on this matter can be addressed to Ms. Dorothy Joy B. Yting, Administrative Officer IV (Supply), at mobile no. 09999144414.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent