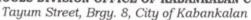


Republic of the Philippines Department of Education REGION VI - WESTERN VISAYAS

SCHOOLS DIVISION OFFICE OF KABANKALAN CITY





DIVISION MEMORANDUM 276 s. 2019

To:

OIC, Asst. Schools Division Superintendent

Chiefs, CID and SGOD Elementary School Heads Secondary School Heads Property Custodians

All Concerned

From:

PORTIA M. MALLORCA, PhD., CESO V

Schools Division Superintendent

Date:

November 26, 2019

Subject:

Submission of Annual Inventory Reports

- 1. The COA is requiring the Annual Reports of PPE by December 31, 2019. Thus, the Central Office also need the Regional and Division Inventory Reports.
- 2. With this, the Division Supply Office will consolidate Inventories of Schools by December, 2019.
- 3. Property Custodians must submit the INVENTORY REPORTS on or before December 15, 2019 using the following Templates:
 - · Property, Plant & Equipment
 - Furnitures
 - Buildings (NSBI)

Please see below links for downloadable templates: http://www.depedkabankalancity.com/downloads.html

4. For immediate dissemination and appropriate action.