

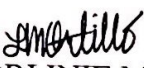


Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum Street, Brgy. 8, City of Kabankalan



DIVISION MEMORANDUM No. 65 s. 2019

To: Principal/School Heads
Schools Property Custodian
ICT Coordinator

From: 
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

Date: April 1, 2019

Subject: Submission of Separate Inventory Report for ICT Equipment and All
Existing School Furniture

As required by the Information and Communications Technology Service (ICTS) and the Office of the Undersecretary for Administration (OUA), we would like to request for the submission of the following inventory reports:

1. ICT Equipment in schools under each Division Offices (including DCP Packages)
2. Existing School Furniture (Ex.: Teacher's Tables and chairs and armchairs)

Kindly use the **template** and the attached sample for reference in preparing the reports. Submit the hard and soft copy on or before **April 8, 2019 for ICT Equipment** and **April 22, 2019 for Furniture**. Please refer to the downloadable link provided under:

<http://www.depedkabankalancity.com/downloads.html>

UPDATED INVENTORY OF ICT AND FURNITURE TEMPLATE

For your compliance. Thank you.