

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Schools Division of Digos City
Digos City

December 16, 2016

DIVISION MEMORANDUM
NO. 793, s. 2016

**INTENSIVE IMPLEMENTATION OF INVENTORY THROUGH ELECTRONIC ENCODING OF
PROPERTY, PLANT, & EQUIPMENT (PPE) AND OTHER INVENTORIES**

TO : Public School District Supervisors
Public Elementary and Secondary School Heads (including TICs)
District and School Property Custodians

In adherence to the Division Memorandum No. 629,s.2016 issued last October 20, 2016 which stipulates mainly on the immediate implementation of Electronic Inventory System for all Property, Plant & Equipment (PPE),and other Inventories in our Division, the field through the personnel concern, is hereby directed to initiate promptly the electronic encoding of PPE and Inventories in preparation for the year end submission of all Inventory Reports following this link: sdis.depeddigoscity.org.

Further, it is advised that all public elementary and secondary school property custodians will have a meeting in the Conference Room of Digos City Division Office for evaluation and address concerns of the new On-Line Inventory System based on the scheduled dates below:

1. Mt. Apo District – January 11, 2017 (8:00 a.m. – 12:00 a.m.)
2. Oriental District – January 11, 2017 (1:00 a.m. – 5:00 a.m.)
3. Occidental District – January 12, 2017 (8:00 a.m. – 12:00 a.m.)
4. Secondary Schools – January 12, 2017 (1:00 a.m. – 5:00 a.m.)

Participants should bring Laptops.

Travelling expenses of the participants shall be chargeable against school MOOE /local funds subject to the usual accounting and auditing rules and regulations.

For your information and compliance.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED

Date: DEC 16 2016 Time: 2:15 PM

By: 