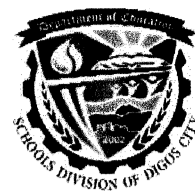




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1077, s. 2017

December 18, 2017

**TWO – DAY DIVISION SEMINAR –WORKSHOP ON ENHANCEMENT OF
AUTOMATED PROPERTY INVENTORY**

To: Public School District Supervisors
Public Elementary School Heads
Public Secondary School Heads
District and School Property Custodians

1. All Public Elementary and Secondary Schools, District and School Property Custodians are hereby enjoined to participate the Two –Day Division Seminar – Workshop On Enhancement of Automated Property Inventory to be held on December 27 -28, 2017 at Ramon Magsaysay Central Elementary School (Computer Laboratory Room).
2. The said Seminar –Workshop aims to fully develop and enhance our local Data Base Property Inventory System with the view of ensuring a smooth delivery of basic services to different clientele and offices in the Department.
3. As such, all participants are required to bring their updated Inventory Reports On Property, Plant and Equipment and Other Inventories (Semi –Expendables) along with Wi –Fi and Laptop.
4. Travel expenses and other incidental expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. For your information and compliance.

WINNIE E. BATOON, Ed.D.
Officer- In - Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office

RELEASED

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Date: DEC 22 2017 Time: 4:24

By: