



DIVISION MEMORANDUM
No. 087-C, s. 2018

January 22, 2018

**RESCHEDULED 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 January 27, 2018 (Sat.) and February 17, 2018 (Sat.) at Division Office 'New Function Hall.
2. This aims to fully develop and enhance our local Data Base Property Inventory System to ensure a smooth delivery of basic services to different clientele and offices in the Department.
3. All participants are required to bring their updated Inventory Reports On Property, Plant and Equipment and Other Inventories (Semi –Expendables) with Laptop, and broadband /pocket wifi.
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. Participants shall be granted with one (1) day service credit for the date that falls on Saturday.
6. For your guidance and compliance.

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

Schools Division Office of Digos City

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