



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
NO. 478, s, 2020

October 7, 2020

BRIEFING ON APPRAISAL AND DISPOSAL OF UNSEVICEABLE PROPERTIES

To : Public Schools District Supervisor
District Principal In-Charge
Secondary School Heads (IUs and Non -IUs)
School Property / Supply Officer
Chairman of the Appraisal and Disposal Committee
All other concerned

1. The COA Regional Office XI will conduct a “ **Briefing on Appraisal and Disposal of Unserviceable Properties** “ on October 23, 2020, 8:30 AM – 5:00 PM, free of charge via live Zoom Conference.
2. The target participants of this one –day on line briefing are the District and School Appraisal and Disposal Committees and School Property Custodians / Supply Officers (IUs and Non-IUs).
3. In order to facilitate the number and list of participants, this end requests your submission of Nomination Slips on or before October 8, 2020. Only pre-registered participants will be provided with a Zoom link for the briefing and will be given a Certificate of Attendance upon successful completion of the course.
4. Attached herewith the template of Nomination Slip to be submitted at the COA Office.
5. Widest and immediate dissemination of this memorandum is earnestly desired.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
20-62899
DATE: 08 OCT 2020 TIME: 9:29 Am
BY: fj



Nomination Slip

AGENCY : _____ Date: _____

OFFICE ADDRESS : _____ Contact # : _____

We will send the following participants to the briefing /conference :

No.	Complete Name	Position	Designation	E-mail address	Mobile No.
1					
2					
3					
4					

Signature over Printed Name
Head of the Agency