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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS – 2025- 029

To : School Property Custodian/Administrative Officer II
School Heads
Tournament Managers and Coaches
All others concerned

Subject: **INVENTORY AND RETRIEVAL OF SPORTS EQUIPMENT IN PREPARATION FOR THE 2025 DIGOS CITY ATHLETIC MEET**

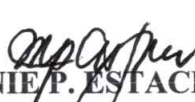
Date : January 13, 2025

In preparation for the upcoming 2025 Digos City Athletic Meet, all Tournament Managers (TMs) and Coaches are hereby advised of the following guidelines regarding the inventory and distribution of sports equipment:

1. Retrieval of Sports Equipment:
 - All sports equipment previously released to schools must be retrieved on January 16, 2025. Schools representatives are directed to ensure that all items are accounted for and in proper condition before turnover.
2. Claiming of Sports Equipment:
 - Tournament Managers are directed to claim the sports equipment for their respective events on January 21, 2025. Proper documentation and acknowledgement receipts must be completed during the claiming process.

For any concerns or clarifications regarding the retrieval and claiming schedules, kindly coordinate with the Division Supply Office. Your cooperation and timely compliance with these directives are greatly appreciated.

For your compliance.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

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