

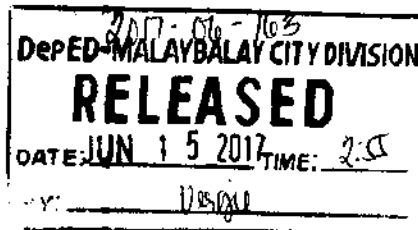


Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City



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DIVISION MEMORANDUM
NO. 279 S. 2017



TO : Public Schools District Supervisors
Elementary and Secondary School Heads
District, Elementary and Secondary School Property Custodians
This Division

FROM : 
EDILBERTO L. OPLENARIA, CESO VI
OIC - Schools Division Superintendent

DATE : June 14, 2017

RE : **SUBMISSION OF INVENTORY OF LOST TEXTBOOKS/LEARNING MATERIALS
AND THE OFFICIAL RECEIPT ISSUED BY THE DIVISION CASHIER**

1. Pursuant to Division Memorandum 213 s. 2017, *Conduct of Annual Inventory for SY 2017*, all Property Custodians are directed to submit Inventory of Lost Textbooks/Learning Materials with photocopy of Official Receipt issued by the Division Cashier.
2. Deadline of submission will be on June 20, 2017. Address your reports to the Property and Supply Unit of this Division.
3. Immediate dissemination of this memorandum is desired.

Copy furnished:
Records Unit
Property Unit

To be published in the Division Website