



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



**DIVISION MEMORANDUM**

No. 200, s. 2015

444  
DepEd-MALAYBALAY CITY DIVISION

**RELEASED**

Date: JUL 28 2015 Time: 3:45

By: [Signature]

**TO: Elementary and Secondary School Property Custodians  
District Property Custodians**

**Thru: Public Schools District Supervisors  
School Heads**

**From**

*[Signature]*  
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC, Schools Division Superintendent *[Signature]*

**Date**

: July 24, 2015

**Re**

: **SUBMISSION OF SCHOOL ICT INVENTORY REPORT**

1. The School Property Custodians and District Property Custodians are hereby directed to submit electronic copy of the School ICT inventory report to this email address: [property\\_supply@yahoo.com](mailto:property_supply@yahoo.com) and same report be submitted in hardcopy to this Office on or before **July 31, 2015**.
2. Further, the template (ICT Inventory Form) is downloadable from this website.
3. For information, guidance and compliance.

Encl.: As stated

Copy furnished: *Records Section*  
*Property Unit*

To be posted in the Division website