



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DepEd-MALAYBALAY CITY DIVISION
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RELEASED

Date: AUG 03 2015 Time: 10:30
By: *[Signature]*

July 30, 2015

DIVISION MEMORANDUM

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]*

Re: **URGENT MEETING RE: SUBMISSION OF ICT EQUIPMENT REPORT**

1. You are hereby directed to attend to an urgent meeting regarding on the submission of ICT Equipment Report on August 4, 2015, 1:30 PM, at Bukidnon National High School Library.
2. The agenda of the meeting includes:
 - Proper filling-up of the template (ICT Inventory Form)
 - Other related matters
3. Further, you are notified that the deadline of submission of the said report is moved to August 7, 2015.
4. For guidance and compliance.

Copy furnished: Records Section
 Property Unit

To be posted in the Division website.