

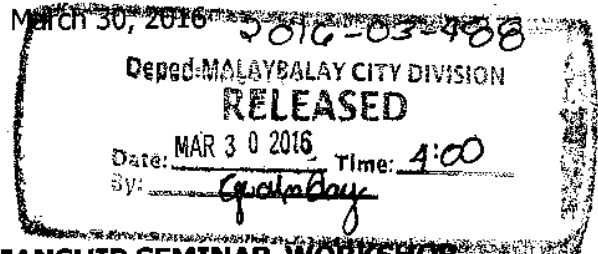


DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM
NO. 145, s. 2016



DISTRICT/SCHOOL PROPERTY CUSTODIANSHIP SEMINAR-WORKSHOP

TO: **Division Education Chief, CID and SGOD**
District Property Custodians
Elementary and Secondary School Property Custodians
This Division

1. All District/School Property Custodians are hereby directed to attend a one-day Seminar-Workshop on ***District/School Property Custodianship Seminar-Workshop*** on April 8, 2016 at Veranda Catering Services, Barangay Casisang, Malaybalay City.
2. The objectives of this training are:
 - Present the current practices based on joint actual inventory report and action research on the implementation of inventory taking system in the districts and schools particularly on custodianship, storage, records-keeping and reporting;
 - Discuss the basic concepts and principles on inventory taking system;
 - Identify the issues on inventory taking system;
 - Develop action plan to integrate their suggested interventions for the improvement of their inventory taking system; and,
 - Institutionalize the zero-waiting time program in the schools.
3. Participants of this training-workshop shall be the district/school property custodians with or without designation order from the Schools Division Superintendent.
4. Meals and snacks shall be charged against Division HRTD Funds while travel expenses shall be charged to school MOOE/Local Funds subject to the usual accounting and auditing policies, rules and regulations.

5. For dissemination and compliance of this Memorandum is desired.



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

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Encl.: As stated

Copy furnished: *Records Unit*
Property and Supply Unit

To be posted in the Division website

ELO/emr