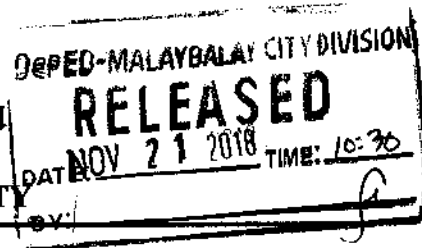




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM
NO. 548, s. 2018

**TO: Public Elementary and Secondary School Heads
School Property Custodians**

**FROM: 
REBONFAMIL R. BAGUIO
Schools Division Superintendent**

Date: November 12, 2018

**Re: SCHEDULE OF THE INSPECTION FOR THE DISPOSAL
AND APPRAISAL OF PROPERTIES AND OTHER ASSETS
IN THE PUBLIC SCHOOLS**

This Office hereby notifies the field that the scheduled inspection for the disposal and appraisal of properties and other assets in the public schools pursuant to Division Memo Nos. 391 and 425 have been cancelled due to the unavailability of service vehicle and conflicting work activities.

Relative thereto, this Office reschedules it from November 20 to 27, 2018 (Enclosure 1). The concerned school property custodians are advised to prepare separately the books for sale, condemnation and donation as well as the unserviceable ICT equipment.

Queries relative to this can be relayed to Gilbert Jade D. Ahictin, Administrative Aide VI, Property and Supply Unit at 09356133956.

Encl:
As stated

Copy furnished:
Records Unit
Property and Supply
AO

TO BE POSTED IN THE DIVISION WEBSITE

Sayre Hi-way, Casisang, Malaybalay City
Telefax # 088-314-0094; Tel No.: 088-813-1246
Website: depedmalaybalay.net
E-mail: malaybalay.city@deped.gov.ph; dcpedmalaybalay@gmail.com

**Last Schedule of Inspection for the Disposal and Appraisal of Properties
and Other Assets in the Public Schools**

November 20, 2018 to November 27, 2018

DATE	SCHOOLS
November 20, 2018 (Tuesday)	San Jose ES
	Malaybalay City NHS
	Magsaysay ES
November 22, 2018 (Thursday)	Imbayao ES
	BNHS – Imbayao Annex
	Sta. Ana ES
November 23, 2018 (Friday)	Candiisan ES
	Taguilanao ES
	Kilap-agan ES
	Tintinaan ES
November 27, 2018 (Tuesday)	Can-ayan IS - Elementary
	Can-ayan IS –Secondary
	Manalog ES
	Kibalabag ES
	Baganao ES
November 28, 2018 (Wednesday)	Balangbang ES
	Calawag ES