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DEPED MALAYBALAY CITY DIVISION

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BY: [Signature]



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



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**DIVISION MEMORANDUM**

No. 420, s. 2019

**TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and, SGOD  
Elementary and Secondary School Heads  
School Property Custodians**

**FROM: VICTORIA V. GAZO, Ph. D., CESO V**  
Schools Division Superintendent

**DATE: November 19, 2019**

**RE: UPDATING OF INVENTORY ENCODED IN THE INVENTORY  
MANAGEMENT SYSTEM**

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1. It has been observed that some School Property Custodians were not able to update if not encode their inventories in the Inventory Management System developed by the Regional Office.
2. In this regard, this Office would like to remind you to update your school's inventories in the said system. Those who were not able to encode may contact Darvy C. Daguimol through 09267753812 of the Property Unit for assistance.

**TO BE POSTED IN THE WEBSITE**