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

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