



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2021 - 01 - 28  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 26 2021 TIME: 4:19  
JAN 26 2021 glam

**DIVISION MEMORANDUM**

No. 028, s. 2021

**TO: Elementary and Secondary School Heads  
School/District Property Custodians  
This Division**

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

**DATE: January 26, 2021**

**RE: ENCODING OF INVENTORIES IN THE REGION'S INVENTORY  
MANAGEMENT SYSTEM**

1. To date the Region's Supply Officer called our attention regarding the encoding of inventories in the Region's Inventory Management System.
2. In this regard the Office hereby directs all School Property Custodians to encode their inventories in the ROX Inventory using the link <http://27.110.168.75/roxinventory/auth>. School Property Custodians are to report to the District Property Custodians their progress while the latter to the Division Supply Officer.
3. Queries may be addressed to Darvy C. Daguimol thru cellphone number 09267753812 of the Property Unit.

**TO BE POSTED IN THE WEBSITE**



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