DIVISION MEMORANDUM  
No. 170, s. 2017  
October 11, 2017

FOCUS GROUP DISCUSSION ON THE IMPLEMENTATION OF ONLINE INVENTORY SYSTEM

To: School Heads  
School Property Custodians  
Digos City Central ES  
Colorado ES  
Ramon Magsaysay ES  
San Miguel ES  
Soong ES  
Apolandia ES  
Marcelino Ranollo – Supply Officer  
Stephen R. Pascual – IT Officer

1. The Division office would like to conduct a Focus Group Discussion with selected School Property Custodians for the purpose of evaluating and improving the implementation of the Division Inventory System.

2. The discussion / evaluation will be spearheaded by Maria C. Jadloc – Education Program Specialist - Monitoring and Evaluation Unit and will be participated by the following persons, to wit:

   1. Demosthenes Cajes - Digos City Central ES  
   2. Evelyn Poncardas - Colorado ES  
   3. Raul Baron - Ramon Magsaysay ES  
   4. Analie S. Luna - San Miguel ES  
   5. Ramon Batolanon - Soong ES  
   6. Meria Gillao - Apolandia ES  
   7. Marcelino Ranollo - Admin Officer IV - Supply  
   8. Stephen R. Pascual - IT Officer

3. The above participants are requested to attend on October 16, 2017 at the Division Office Function Hall at 1:00 PM – 4:00 PM.

4. Transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. Attendance is necessary, hence, no representative is allowed.

6. For information and immediate dissemination.

Winnie E. Batoon, EdD  
Officer-in-Charge  
Office of the Schools Division Superintendent

[Signature]

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