



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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.

PK:  10/11
WINNIE E. BATOON, EdD
Officer -In-Charge

Office of the Schools Division Superintendent
Schools Division Office of Digos

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Date: OCT 11 2017 Time: 1:45 PM