

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Schools Division of Digos City
Digos City

October 20, 2016

DIVISION MEMORANDUM
NO. 629, s. 2016

ONE - DAY DIVISION SEMINAR – WORKSHOP ON PROPERTY INVENTORY THROUGH ELECTRONIC SYSTEM

TO : Public School District Supervisors
Public Elementary and Secondary School Heads (including TICs)
District and School Property Custodians

To fully enhance the Inventory System for Property, Plant, and Equipment (PPE) and other Inventories, this Division had designed and formulated a New Data-Based System solely for Property Inventory Reports Recording (Electronic Filing).

In line with the implementation of the above innovation, all public elementary and secondary school heads (including TICs), district and school property custodians, are hereby enjoined to participate in the One - Day Division Seminar – Workshop On Property Inventory to be held on October 27, 2016 at My Place Function Hall, Corner Roxas –Tandang Sora Sts., Digos City.

Participants are required to bring updated Inventory Reports On PPE and Physical Count of Inventories Reports along with a piece of Pocket Wi-Fi and Laptop.

Moreover, prior to the scheduled Seminar – Workshop, you are advised to register to our Division Information System, <http://sdis.depeddigocity.org/site/signup>

For your information and compliance.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digo:

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Date: **OCT 20 2016** Time: 3:20 PM

By: 