



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



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March 19, 2018

DIVISION MEMORANDUM
No. 74, S. 2018

INVENTORY OF TEXTBOOKS, PROPERTIES, PLANT AND EQUIPMENT

To: District Coordinating Principals
Elementary & Secondary Principals / Head Teachers / TICs
School Property Custodians

1. This Office shall conduct a year- end textbooks, properties and plant and equipment inventory.
2. In order to facilitate the conduct of the inventory, the following guidelines are to be followed:
 - a. Place all the textbooks in one (1) room. Arrange them by tens. Write the total number of textbook in each file in a piece of paper.
 - b. Arrange the books according to the format of the inventory form.
 - c. Prepare three (3) copies of the form and place them inside the folder.
3. Attached are the inventory forms and its schedule.
4. Immediate and wide dissemination of this Memorandum is enjoined.

for: Jmacesar
JEAN G. VELOSO
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent



SCHEDULE OF INVENTORY - 2018

April 16, 2018- Monday

8:00 - 9:30 AM -	Matugnao E/S
9:30 - 11:00 AM -	Simasay E/S
11:00 - 12:30 PM -	Simasay NHS *
12:30 - 2:00 PM -	Owayan E/S
2:00 - 3:30 PM -	Silangit E/S
3:30 - 5:00 PM -	Silangit NHS *

April 23, 2018-Monday

8:00 - 9:30 AM -	Baluc E/S
9:30 - 11:00 AM -	Kimat E/S
11:00 - 12:30 PM -	MATHS *
12:30 - 2:00 PM -	Sto.Nino
2:00 - 3:30 PM -	Bongabong NHS *
3:30 - 5:00 PM -	Bongabong E/S

April 17, 2018-Tuesday

8:00 - 9:30 AM -	Sicot E/S
9:30 - 11:00 AM -	Paiton E/S
11:00 - 12:30 PM -	Guinalaban E/S & Tumatyag P/S
12:30 - 2:00 PM -	Bintana E/S
2:00 - 3:30 PM -	Pangabuan Beach
3:30 - 5:00 PM -	Pangabuan E/S

April 24, 2018-Tuesday

8:00 - 9:30 AM -	Katagan E/S
9:30 - 11:00 AM -	Lumban E/S
11:00 - 12:30 PM -	Kauswagan E/S
12:30 - 2:00 PM -	Polao E/S
2:00 - 3:30 PM -	Brgy Tres E/S
3:30 - 5:00 PM -	Sta Cruz E/S

April 18, 2018-Wednesday

8:00 - 9:30 AM -	Guinabot E/S
9:30 - 11:00 AM -	San Vicente E/S
11:00 - 12:30 PM -	Tugas E/S
12:30 - 2:00 PM -	Sumirap NHS *
2:00 - 3:30 PM -	Sumirap C/S
3:30 - 5:00 PM -	Balatacan E/S & Balatacan Beach

April 25, 2018-Wednesday

8:00 - 9:30 AM -	Hoyohoy E/S
9:30 - 11:00 AM -	Banglay E/S
11:00 - 12:30 PM -	Banglay NHS *
12:30 - 2:00 PM -	Salimpuno E/S
2:00 - 3:30 PM -	Tituron E/S
3:30 - 5:00 PM -	Manga E/S

April 19, 2018-Thursday

8:00 - 9:30 AM - Bocator E/S
9:30 - 11:00 AM - Panalsalan E/S
11:00 - 12:30 PM - Lorenzo Tan C/S
12:30 - 2:00 PM - Lorenzo Tan NHS *
2:00 - 3:30 PM - Aquino E/S
3:30 - 5:00 PM - Labuyo E/S

April 26, 2018-Thursday

8:00 - 9:30 AM - Villaba E/S
9:30 - 11:00 AM - Capalaran E/S & Capalaran P/S
11:00 - 12:30 PM - Sta. Maria NHS *
12:30 - 2:00 PM - Sta. Maria C/S & Bitoon P/S
2:00 - 3:30 PM - Minsubong E/S
3:30 - 5:00 PM - Isidro D. Tan E/S

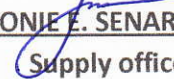
April 20, 2018-Friday

8:00 - 9:30 AM - San Antonio E/S
9:30 - 11:00 AM - Taguite E/S
11:00 - 12:30 PM - Vidasto Carillo E/S
12:30 - 2:00 PM - Caniangan NHS *
2:00 - 3:30 PM - Prenza E/S
3:30 - 5:00 PM - Maquilao I/S


April 27, 2018-Friday

8:00 - 9:30 AM - Garang E/S
9:30 - 11:00 AM - San Apolinario E/S
11:00 - 12:30 PM - Tangub City C/S
12:30 - 2:00 PM - TCNHS *
2:00 - 3:30 PM - Silanga E/S
3:30 - 5:00 PM - Maloro E/S

Prepared by:


RONIE E. SENARILLOS
Supply officer

Approved by:


JEAN G. VELOSO
OIC- Schools Division Superintendent