



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
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## **DIVISION MEMORANDUM**

No. **112**, s. 2019

### **ORIENTATION ON THE INVENTORY MANAGEMENT SYSTEM**

To: School Property Custodians  
This Division

1. Pursuant to Regional Memorandum No. 171, s. 2019 entitled “Submission of Data in the Inventory Management System, a division orientation shall be conducted on May 9, 2019 at the Division Library Hub Auditorium.
2. Participants to this orientation are the School Property Custodian both public elementary and secondary schools.
3. The following are the schedules:
  - a. 8:00 AM – 10:00 AM – Central, North and Secondary Schools
  - b. 10:00 AM – 12:00 PM – South and Southwest District
4. Participants are also requested to bring laptop for the said orientation.
5. Immediate and wide dissemination of this memorandum is desired.

  
**JEAN G. VELOSO, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

Encl: As stated  
References: As stated  
To be indicated in the perpetual index  
under the following subjects:  
DEPED INVENTORY SYSTEM

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