



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

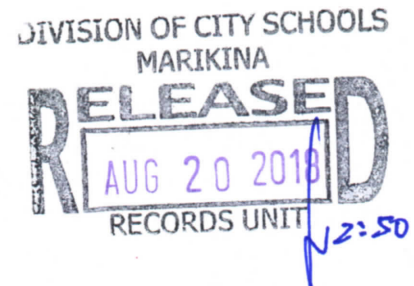
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August 17, 2018

**MEMORANDUM TO:**

**Chief, CID and SGOD  
Elementary and Secondary School Heads/Officers-In-Charge  
Public Schools Only**



**SUBJECT: Submission of Report on Physical Count of Common Supplies and Materials**

For proper evaluation of the submitted APP CSE FY 2019, the field is hereby informed of the deadline of submission of the following reports at the Supply and Property Unit on or before **August 22, 2018**:

1. **Report on Physical Count of Common Supplies and Materials for as of December, 2017**
2. **Report on Physical Count of Common Supplies and Materials for as of July 31, 2018**

For immediate and strict compliance.

  
**SHERYLL T. GAYOLA**  
Officer-In-Charge

Office of the Schools Division Superintendent