April 16, 2019

MEMORANDUM TO:

Elementary /Secondary School Principals
Officers-In-Charge
School Property Custodians
Public Schools Only

INVENTORY of ALL NATIONAL BOOKS/SUPPLEMENTARY READING MATERIALS

Please be informed that the schedule of Inventory of All National Books/Supplementary Reading Materials will start on April 22-26, 2019.

Below is the routine schedule of the Physical Checking:

<table>
<thead>
<tr>
<th>Date</th>
<th>April 22</th>
<th>April 23</th>
<th>April 24</th>
<th>April 25</th>
<th>April 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>SEHS</td>
<td>SRNHS</td>
<td>SMES</td>
<td>MES</td>
<td>BES</td>
</tr>
<tr>
<td>10:00 am</td>
<td>MAL NHS</td>
<td>SRES</td>
<td>NES</td>
<td>THS</td>
<td>LVES</td>
</tr>
<tr>
<td>11:00 am</td>
<td>MAL ES</td>
<td>PES</td>
<td>NHS</td>
<td>SSVVES</td>
<td>JDPNHS</td>
</tr>
<tr>
<td>12:00 noon</td>
<td>IVES</td>
<td>PHS</td>
<td>SNNHS</td>
<td>CISES</td>
<td>FHS</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>KES</td>
<td>HBES</td>
<td>SNES</td>
<td>CISHS</td>
<td>MHHS</td>
</tr>
<tr>
<td>2:00 pm</td>
<td>KNHS</td>
<td>CES</td>
<td>MSHS</td>
<td>MHS</td>
<td>KMES</td>
</tr>
<tr>
<td>3:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 pm</td>
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<td></td>
</tr>
</tbody>
</table>

PHYSICAL INVENTORY TEAM
CLARO L. CAPCO
ANNA MARIE P. EXEQUIEL
CATHERINE PANINGBATAN
TIMOTEO R. PAÑO
ALLEN MARIN
RUTHIE ERIGA
EDWIN STA MARIA
Representative from Commission on Audit
JOSE DIZON(driver)

Service centers which were not checked during the Year-End Inventory shall also be checked.

All Physical Inventory Team Members will assemble at the Division Office at exactly 8:00 am for every scheduled date of inspection. The Division service vehicle SDP 215 shall be used by the Inventory Team for the whole duration of Physical Checking.

Please be guided accordingly.

Immediate and Wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent