



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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February 5, 2020

MEMORANDUM TO:

Chief, SGOD & CID
Division Administrative Officer
Elementary /Secondary School Principals/Officer-In-Charge
School Property Custodian (Elementary & Secondary)
Public Schools Only




**DIVISION ASSET MANAGEMENT SYSTEM-INNOVENTORY WORKSHOP
(REVIEW AND FEEDBACKING)**

Attached is the schedule of activities and list of participants for the **Division Asset Management System-Innoventory Workshop** on **February 7, 2020 @** the Division AVR 4th floor from **8:30 am to 5:00 pm**.

Attendance is a **MUST**.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
Officer-In Charge
Office of the Schools Division Superintendent


Incl: As Stated



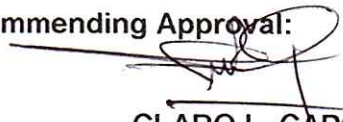
**Schedule of Activities for the DIVISION ASSET MANAGEMENT SYSTEM-
INNOVENTORY for Senior High School**

Date/Time/Venue	Participants
January 30, 2020 1:30 PM 4 th flr. AVR SDO Marikina Finalization of Process Flow	Mr. Redford V. Filart, SEHS Mr. Alfred Benedict Reclosado, MSHS Mr. Noel Herrera, Malanday NHS
February 4, 2020 1:30 PM 4 th flr. AVR SDO Marikina Review and Feedbacking	Mr. Jacky S. Ramos, Kalumpang NHS Mr. James Robin Dela Cruz, J. Dela Peña NHS Ms. Ma. Arlene D. Cruz, Marikina HS Mr. David m. Hernandez, Tañong HS
February 7, 2020 8:30 AM – 5:00 PM 4 th flr. AVR SDO Marikina Innoventory Workshop	Mr. Joseph Ramos, Fortune HS Mr. Rodin S. Balugo, Nangka HS Ms. Ma. Carmela D. Laudit, San Roque NHS Mr. Ryan Lee Regencia
February 11, 2020 1:30 PM 4 th flr. AVR SDO Marikina Physical Inventory	Ms. Anna Marie Exequiel Mr. Timoteo R. Paño Mr. Allen A. Manin


Prepared by:


ANNA MARIE P. EXEQUIEL
AO IV, Supply and Property Unit

Recommending Approval:


CLARO L. CAPCO
Administrative Officer V

Approved by:


SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent