



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

Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



January 14, 2020

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

**RELEASED**

Date: **JAN 14 2020** Time: **4:00**

By: \_\_\_\_\_

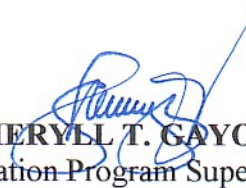
**MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Elementary/Secondary School Heads  
Elementary/Secondary Property Custodians  
Public Schools Only

**RESCHEDULING OF ORIENTATION and IMPLEMENTATION of the DIVISION  
ASSET MANAGEMENT SYSTEM-INNOVENTORY for ELEMENTARY and  
SECONDARY SCHOOL PROPERTY CUSTODIANS**

In view of the suspension of government offices on January 13, 2020 due to eruption of Taal Volcano and ash fall in Metro Manila, the orientation seminar scheduled on January 13-14, 2020 is hereby rescheduled on January 16-17, 2020. All other details and program as stated in Division Memorandum No, 005, s. 2020 dated January 7, 2020, remains the same.

Please be guided accordingly.

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

*Maka-Diyos, Makatao, Makakalikasan at Makabansa*



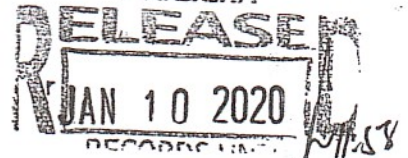
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January 7, 2020

DIVISION OFFICE - CITY SCHOOL  
MARIKINA



**DIVISION MEMORANDUM**  
No. 005s.2020

TO: OIC, Office of the Assistant School Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Elementary School Principals/ Officer-in-Charge  
Elementary and Secondary Designated School Property Custodians  
Public Schools Only

**ORIENTATION and IMPLEMENTATION of the DIVISION ASSET MANAGEMENT SYSTEM-INNOVENTORY for ELEMENTARY and SECONDARY SCHOOL PROPERTY CUSTODIANS**

1. The Office shall conduct an **ORIENTATION and IMPLEMENTATION** of the **DIVISION ASSET MANAGEMENT SYSTEM-INNOVENTORY** for **ELEMENTARY and SECONDARY SCHOOL PROPERTY CUSTODIANS** on **January 13-14, 2020** at Linden Suites, Inc., Ortigas, Pasig City.
2. This will enable the participants to:
  - a) review the phases of Property and Supply Management
  - b) recall the process on Receipt, Acceptance, Recording and Issuance of deliveries (Property Plant and Equipment)
  - c) utilize the Asset Registry Tools/Template; and
  - d) validate entries in the Asset Registry Template.
3. Attached is the list of participants.
4. Each participant to this training must bring a laptop, extension cords and report of PPE 2019 to be used during the workshop.
5. Participants are expected to be at the Division Office by 5:00 AM. Departure time is exactly 5:30 AM.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Education Program Supervisor