



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

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February 11, 2020




DIVISION MEMORANDUM
NO. 027 s. 2020

**SCHEDULED INVENTORY for SENIOR HIGH SCHOOL of ALL NATIONAL,
MOOE and LOCAL PROPERTY PLANT and EQUIPMENT**

**OIC-Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Secondary School Principals/Officer-In-Charge
School Property Custodian (Secondary)
Public Schools Only**

1. Enclosed is the routine schedule for the Physical Count of School properties for Senior High School on February 14 & 18, 2020.
2. It is expected that all SHS equipment are properly labeled and recorded in the asset registry system.
3. All Inventory Team Members will assemble at the Division Office at exactly 8:00 a.m. The Division service vehicle SDP 215 shall be used by the Inventory Team for the whole duration of Physical Checking.
4. Immediate and wide dissemination of this Memorandum is desired.


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

Enclosure to Division Memorandum No. _____ s 2020

PHYSICAL INVENTORY TEAM

Anna Marie P. Exequiel
Ryan Lee Regencia
Virmil Talatan
Maria Cliar F. Frogosa
Allen Marin
Timoteo R Paño
Edwin Sta Maria
Jose Dizon (Driver)

ROUTINE SCHEDULE

February 14 & 18, 2020 @ 8:00 a.m.

- 1. Nangka High School**
- 2. Parang High School**
- 3. Fortune High School**
- 4. Marikina High School**
- 5. Concepcion Integrated High School**
- 6. Malanday National High School**
- 7. San Roque High School**
- 8. Kalumpang High School**
- 9. Marikina Science high School**
- 10. Barangka High School**
- 11. Tañong High School**
- 12. J. Dela Peña National High School**
- 13. Sto. Niño High School**
- 14. Sta Elena High School**