



**National Capital Region
DIVISION OF CITY SCHOOLS
Marikina**



V. Gomez St., San Roque, Marikina City TeleFax.: 646-05-44 : 646-86-42

April 5, 2018

DIVISION OF CITY SCHOOLS
MARIKINA
RELEASED
APR 12 2018
RECORDS UNIT

DIVISION MEMORANDUM

No. 99 s. 2018

**INVENTORY of ALL NATIONAL BOOKS/SUPPLEMENTARY READING
MATERIALS/LEARNING MATERIALS**

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

Please be informed that the schedule of Inventory of All National Books/Supplementary Reading Materials/Learning Materials will be conducted on **April 19-20 & 23-25, 2018**.

Property Card and Annual Inventory Report should be available during inventory
Below is the routine schedule of the Physical Checking:

Date	April 19	April 20	April 23	April 24	April 25
8:30 am	IVES	KES	MAL ES	FES	PES
10:00 am	BES	KHS	MALHS	FHS	CIS HS CIS ES
11:00am	BNHS	HBES	NHS	SRES	SNHS
12:00 noon	LVES	SRNHS	NES	SNES	CES
1:00 pm	JDPNHS	PHS	SMES	MHHS	MES
2:00 pm	SSSVES	MHS	MHS	MSHS	SEHS
3:00 pm	KMES	MHS	MHS	MSHS	SEHS
4:00 pm					


PHYSICAL INVENTORY TEAM

CLARO L. CAPCO
ANNA MARIE P. EXEQUIEL
TIMOTEO R. PAÑO
CHRIS V. EPETIA
EDWIN STA. MARIA
RUTHIE ERIGA
Representative from LRMDS
Representative from COA Unit
JOSE DIZON (driver)

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 **SEE 655** shall be used by the Inventory Team for the whole duration of Physical Checking.

Please be guided accordingly.

Immediate dissemination of this Memorandum is desired.


SHERYLI T. CAYOLA
OIC- Office of the Schools Division Superintendent