



Department of Education  
Region X-Northern Mindanao



## DIVISION OF ILIGAN CITY



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### DIVISION MEMORANDUM

No. 007 s. 2016

To : Principal  
School Administrators  
District Property Custodian  
Elementary Property Custodian  
Secondary Property Custodian  
This Division

From :   
**RANDOLPH B. TORTOLA, CESO V**  
Schools Division Superintendent 

Date : 07 January 2016

#### **SUBMISSION OF PHYSICAL INVENTORY OF EXISTING SCHOOL AND OFFICE PROPERTY AND EQUIPMENT CY 2016**

In order to strengthen internal control over the handling of property and equipment in the custody of various schools and offices in this division, a physical inventory of such items should be conducted.

In consonance thereof, all officials are hereby directed to prepare and submit their **Physical Inventory** for property and equipment for their respective schools and offices within **one (1) month** from receipt of this memorandum or **to be submitted on or before February 22, 2015.**

Wide dissemination and strict compliance are enjoined.