



Department of Education
Region X-Northern Mindanao



DIVISION OF ILIGAN CITY


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DIVISION MEMORANDUM

No. 008 s. 2016

To : Implementing Schools/Units
Principals
School Administrators
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 **on or before February 18, 2015**.

Wide dissemination and strict compliance are enjoined.