



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

12 April 2024

DIVISION MEMORANDUM
No. 243, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 235, s. 2024 RE:
CREATION OF SCHOOL INVENTORY COMMITTEE FOR
ONE-TIME CLEANSING OF PPE ACCOUNT
BALANCES OF SDO CALBAYOG**


To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads
All Others Concerned

1. This is in addition to Division Memorandum No. 235, s. 2024, the Creation of School Inventory Committee for One-Time Cleansing of the PPE Account Balances of SDO Calbayog.
2. The deadline of submission of the School Inventory Committee directory is on April 19, 2024.
3. A **Coordination Meeting** with the School Head or Administrative Officer II (Records Custodian) will be conducted at the Division Office Conference Hall on **April 23, 2024** instead of April 18, 2024 as stated in the Property Inventory Plan.

April 23, 2024	-	9:00 to 11:00 AM	-	Calbayog 1 to 6 Districts
April 23, 2024	-	2:00 to 4:00 PM	-	Oquendo 1-3 Districts & Tinambacan 1-3 Districts

4. The Coordination Meeting aims to:
 - a. Discuss procedures and forms used in the conduct of inventory;
 - b. Set duties and responsibilities of the Inventory Committee as Taggers, Checkers, Counters and Validators; and
 - c. Provide schedules on the actual conduct of Inventory and preliminary of activities
5. Other provisions of Division Memorandum No. 235, s. 2024 are still enforced.
6. Immediate dissemination of this Memorandum is directed.




MARGARITO A. CADAYONA PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent