



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran



DIVISION MEMORANDUM

TO: EPS-1 Area Consultants
School Heads Public Elem. and Secondary Schools

Attention: **School Property Custodian**

SUBJECT: Submission of the following reports:
A. Inventory of School Property 2015
B. Report on Deliveries

Date: May 27, 2015

1. You are hereby requested to submit the following reports.

A. INVENTORY REPORTS

- Property and Equipment
- Textbooks and TM's / LM's
- Furnitures etc.

B. REPORT ON DELIVERIES

- Deliveries, Inspection and Acceptance of all properties procured by DepEd Central Office School year 2014-2015.

2. **Deadline** for the submission is on **May 29, 2015**.

3. Immediate compliance is highly requested.


EVANGEL M. LUMINARIAS, Ph.D. CESO V
Schools Division Superintendent 