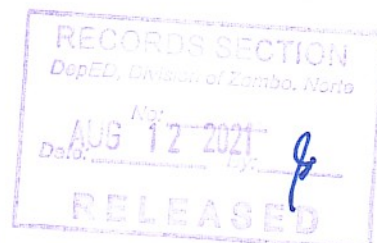




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 397, S. 2021

To: PSDSs/PICDs
District Property Custodians
School Heads (Both Elementary & Secondary)
School Inventory Committees
All Others Concerned
This Division

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: VIRTUAL ORIENTATION ON THE GUIDELINES ON THE CONDUCT OF
PHYSICAL INVENTORY OF PROPERTIES, PLANT AND EQUIPMENT
AND SUPPLIES AND MATERIALS

Date: AUGUST 11, 2021

1. As mandated in Division Memorandum No. 381 s. 2021, this office will conduct a Virtual Orientation on the Guidelines on the Conduct of Physical Inventory of Properties and Equipment and Supplies and Materials on **August 18, 2021** at 8:30 a.m. via **Facebook Live**. The intent is to acquaint the Inventory Committee in the schools with the specific and delineated tasks in the conduct of inventory taking.
2. The PSDSs/PICDs, Schools Heads, District/School Property Custodians and members of the Inventory Committee in schools are directed to join this orientation. They will have to visit the ZN Division's FB page to join the activity.
3. The internet cost for the participants' attendance to this activity shall be chargeable against local fund, subject to usual accounting and auditing rules and regulations.
4. For more information, please send an email at zn.supply@deped.gov.ph or contact the **Supply Unit**, Ground Floor, SDO Building, Capitol Drive, Estaka, Dipolog City at cellphone number 09187357374.
5. Immediate dissemination of and strict compliance with this memorandum is enjoined.

Reference: Div. Memo. No. 381 S. 2021

OSDSjlr/Orientation on Inventory Guidelines/DM017-2021/08112021

N-avigating
O-pportunities to
R-engineer for
T-ransformation &
E-mpowerment



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"Be and Do Much Better Each Day
with a
Sense of Urgency"