



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong
Telefax No. 064-200-6316



April 6, 2018

DIVISION MEMORANDUM

No. 33, s. 2018

TO : Cluster Heads
Elementary and Secondary School Administrators
All Concerned
This Division

FROM : **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

SUBJECT : **RECONSTITUTION OF THE DIVISION INVENTORY AND INSPECTORATE TEAM FOR THE PROPER RECORDING AND BOOKING-UP OF SCHOOL BUILDINGS, SCHOOL SITES, FURNITURE AND EQUIPMENT IN THE CITY SCHOOLS DIVISION OF TACURONG**

DATE : APRIL 5, 2018

1. Pursuant to DepEd ORDER No. 104, s. 2011 entitled "Guidelines on the Proper Recording and Booking-up of School Building", and DepEd Memorandum No. 39, s. 2018 "Guidelines on the Utilization of 2018 Funds for the Survey and Titling of Donated School Sites and Registration of Special Patents Transmitted to the Register of Deeds", and in compliance to the recommendation of the Resident Auditor in the COA AOM No. 2018-001(2017) dated February 20, 2018, the DepEd Division Office Inventory and Inspectorate Team is hereby reconstituted and composed of the following:

Ernie P. Pama	-	Division Physical Facilities Coordinator Chairperson
Wiljohn M. Dela Cruz	-	Acting Accountant Member
Zenaida B. Porras	-	Administrative Officer V (Admin. Services) Member
Liza P. De Luna	-	Administrative Officer IV (Property & Supply) Member

2. The Division Inventory and Inspectorate Team shall perform the responsibilities as stated in DepEd Order No. 104, s. 2011 and shall conduct inventory and booking-up of all school sites, furniture and equipment under the City Schools Division of Tacurong.

3. This Memorandum shall take effect immediately and remain in force until rescinded by the undersigned or proper authority.

4. Wide and immediate dissemination of this Memorandum is highly enjoined.