



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

March 20, 2023

DIVISION MEMORANDUM

OSDS No. 38, s. 2023

MEETING OF ADMINISTRATIVE OFFICER II AND SCHOOL PROPERTY CUSTODIANS

To: Cluster Heads/Elementary and Secondary School Heads
Members of the Division Inventory, Appraisal and Disposal Committee
Administrative Officer II
Property Custodian (Secondary Schools)
This Division

1. Pursuant to Division Memorandum OSDS No. 37, s. 2023 regarding "Conduct of Physical Count of Property, Plant and Equipment and Maintenance of Property, Plant and Equipment Ledger Card (PPELC) and Property Acknowledgment Receipt", an **urgent meeting** shall be conducted on **March 21, 2023 at 2:00PM at the Division Conference Hall**.
2. The agenda of the meeting are the following:
 - 2.1. Process in the conduct of inventory;
 - 2.2. Orient the participants on the accomplishment of different forms;
 - 2.3. Other related matters on Property Custodianship.
3. Participants to the said meeting are the Administrative Officer II of the Elementary Schools, duly designated Property Custodians of the Secondary Schools and members of the Division Inventory, Appraisal and Disposal Committee.
4. All identified participants are enjoined to attend.
5. For the information and dissemination to all concerned.


MIGUEL P. FILLALAN, JR., CESO VI
Schools Division Superintendent

Enclosure: None

Reference: D.O. OSDS No. 37, s. 2023

To be indicated in the *Perpetual Index* under the following subjects:

APPRAISAL EQUIPMENT DISPOSAL INVENTORY
MEETING



Address: Alunan Highway, Poblacion, Tacurong City 9800
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