



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY

RELEASED
3-28-23

Division Memorandum

No. 970 s.2023

January 5, 2023

INVENTORY TAKING FOR CY 2023

To: All Division Chiefs and Section Heads
Administrative Officer II
Concerned Division Office Personnel
Others Concerned

1. As one of our earnest efforts and intention of resolving matters with regard to reconciling the physical count of inventory of this Division, we are requesting aid from Division Chiefs, Section Heads Administrative Officers II and as well as the division utility staff and this Division for the schedule transfer of furniture & fixture, equipment, supplies and materials. Schedule information should be noted:

When: January 7 and 8, 2023, 8:00am-5:00pm
Where: Division Office -Old Building

2. Furthermore, we emphasize that below personnel are **required** and therefore **attendance is expected**:

- Administrative Officer II
- Administrative Assistant III (Supply)
- Division Utility Staff

3. All concerned personnel mention above shall be given incentives who will be rendering their services. They will be entitled for a CTO that will expire one (1) year upon issuance of this memorandum.

4. We are hoping for your support and cooperation as this will be a significant help to fast track the Physical Count of Inventory in the Division Office.

5. For immediate dissemination.

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

Division Memo/Supply Office
Control No. M122022-001



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