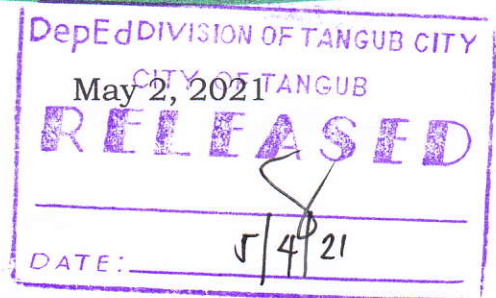




DIVISION MEMORANDUM

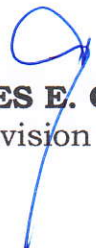
No. 89, s. 2021



VIRTUAL ORIENTATION ON ROX INVENTORY MANAGEMENT SYSTEM

To: Division ITO
Division Supply Officer
Public Elementary and Secondary School Heads
School Property Custodians
This Division

1. As per regional instruction which is to update ROX Inventory Management System, the Supply Office of this Division announces the conduct of a virtual orientation on May 6, 2021 (Thursday), 9:00AM at <http://bit.ly/InventoryOrientation2021>.
2. This is done to comply with the Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE and Recognition of PPE Items found at the Station.
3. The participants of this Virtual Orientation are the School Supply Officers/Property Custodians. Participants are expected to sign in thirty minutes before the scheduled time.
4. Immediate and wide dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 