



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

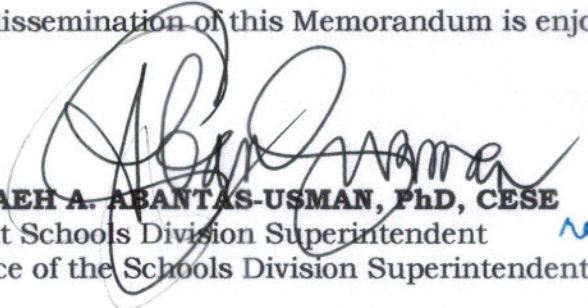
June 29, 2023

DIVISION MEMORANDUM
No. 203 s. **2023**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District-In-Charge
Public Elementary & Secondary School Heads
School Property Custodians
All Other Concerned
This Division

INVENTORY OF TEXTBOOKS, PROPERTIES, PLANT AND EQUIPMENT

1. This office shall conduct a year-end textbooks, properties, plant, and equipment inventory on July 17- August 8, 2023.
2. To facilitate the conduct of the inventory, the following guidelines are to be followed:
 - a. Place all the textbooks in one (1) room. Arrange them by tens and by grade level. Write the total number of textbooks in each file in a piece of paper.
 - b. All ICT equipment must be in the computer lab during the inventory.
 - c. All Science and Math equipment must be in the laboratory room.
 - d. Prepare three (3) copies of the forms and place each set of copies in a folder.
3. Attached are the inventory forms and the inventory schedule.
4. Immediate and wide dissemination of this Memorandum is enjoined.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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SCHEDULE OF INVENTORY AS OF JULY 2023

July 17, 2023-Monday

8:00-10:00 AM Matugnao ES
10:00-12:00 AM Simasay ES
1:00-3:00 PM Simasay NHS
3:00-5:00 PM Kampit ES

July 24, 2023-Monday

8:00-10:00 AM Bintana IS
10:00-12:00 AM Pangabuan IS
1:00-3:00 PM Pangabuan Beach ES
3:00-5:00 PM Lorenzo Tan CS

July 18, 2023-Tuesday

8:00-10:00 AM Owayan ES
10:00-12:00 AM Silangit NHS
1:00-3:00 PM Silangit ES
3:00-5:00 PM Guinabot ES

July 25, 2023-Tuesday

8:00-10:00 AM San Antonio ES
10:00-12:00 AM Taguite ES
1:00-3:00 PM Vidasto Carillo ES
3:00-5:00 PM Caniangan NHS

July 19, 2023-Wednesday

8:00-10:00 AM San Vicente ES
10:00-12:00 AM Tugas ES
1:00-3:00 PM Sumirap NHS
3:00-5:00 PM Sumirap CS

July 26, 2023- Wednesday

8:00-10:00 AM Prenza ES
10:00-12:00 AM Lorenzo Tan NHS
1:00-3:00 PM Aquino ES
3:00-5:00 PM Labuyo ES

July 20, 2023-Thursday

8:00-10:00 AM Balatacan Beach PS
10:00-12:00 AM Balatacan ES
1:00-3:00 PM Bocator ES
3:00-5:00 PM Panalsalan ES

July 27, 2023-Thursday

8:00-10:00 AM Baluc ES
10:00-12:00 AM MATHS
1:00-3:00 PM Kimat ES
3:00-5:00 PM Sto. Nino

July 21, 2023-Friday

8:00-10:00 AM Sicot ES
10:00-12:00 AM Paiton IS
1:00-3:00 PM Guinalaban ES
3:00-5:00 PM Tumatyag PS

July 28, 2023-Friday

8:00-10:00 AM Bongabong ES
10:00-12:00 AM Bongabong NHS
1:00-3:00 PM Katagan ES
3:00-5:00 PM Lumban ES





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July 31, 2023-Monday

8:00-10:00 AM Kauswagan ES
10:00-12:00 AM Polao IS
1:00-3:00 PM Brgy Tres ES
3:00-5:00 PM Sta. Cruz ES

August 1, 2023-Tuesday

8:00-10:00 AM Hoyohoy ES
10:00-12:00 AM Banglay ES
1:00-3:00 PM Banglay NHS
3:00-5:00 PM Villaba ES

August 2, 2023-Wednesday

8:00-10:00 AM Salimpuno ES
10:00-12:00 AM Tituron ES
1:00-3:00 PM Capalaran West ES
3:00-5:00 PM Manga ES

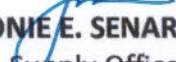
August 3, 2023-Thursday

8:00-10:00 AM Capalaran ES
10:00-12:00 AM Sta. Maria NHS
1:00-3:00 PM Sta. Maria CS
3:00-5:00 PM Minsubong ES

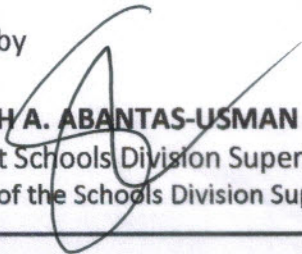
August 4, 2023- Friday

8:00-10:00 AM Isidro D. Tan ES
10:00-12:00 AM Maquilao IS
1:00-3:00 PM Garang ES
3:00-5:00 PM San Apolinario ES

Prepared by


RONIE E. SENARILLOS
Supply Officer

Approved by


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OIC- Office of the Schools Division Superintendent

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