DIVISION MEMORANDUM
No. 1101, s. 2019

To: School Heads
School Librarians
Teacher - Librarians
Property Custodians
This Division

From: ROY ANGELO E. GAZO
Schools Division Superintendent

Subject: Orientation on the Conduct of the Inventory of all School Delivered K to 12 Instructional Materials and Other Reference Materials Using the Designed Template

Date: April 16, 2019

This is to inform all School Heads of both elementary and secondary schools that there will be an Orientation on the conduct of the inventory of all school delivered K to 12 instructional materials and other reference materials using the designed template to those school personnel who has control of the delivered textbooks and references (School Librarians, Teacher - Librarians, Property Custodian).

The venue will be at the Division Office ground floor — amusement area. The following are the schedules:

April 23, 2019:
8:00 – 10:00 - primary & elementary schools (Baroy, Kolambagan & Tubod districts)
10:00 – 12:00 - primary & elementary schools (Balo-I East & West, Pantar & Tagoloan districts)
1:00 – 3:00 - primary & elementary schools (Matungao, Mural, Pantao Ragat & Poona Piagapo districts)
3:00 – 5:00 - primary & elementary schools (Kauswagan, Linamon, Magsaysay, Maigo, Tangcal districts)

April 24, 2019
8:00 – 10:00 - primary & elementary schools (Salvador, Lala Central, North & South districts)
10:00 – 12:00 - primary & elementary schools (Sapad, SND Central, East & West districts)
1:00 – 3:00 - primary & elementary schools (Bacolod, Nunungan, Kapatagan Central, East & West districts)
3:00 – 5:00 - all secondary schools (Junior High School & Senior High School)

You are hereby required to bring USB to copy the inventory template.

For strict compliance.