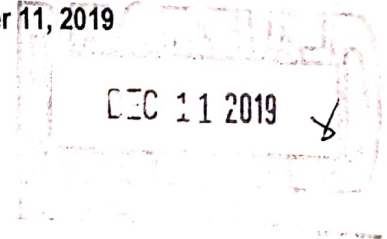




December 11, 2019



DIVISION MEMORANDUM

No. 485 s. 2019

PREPARATION OF PHYSICAL INVENTORY REPORTS , STOCK CARDS , RSMI AND OTHER RELEVANT INVENTORY REPORTS FOR CY 2019

To: CESARIA T. SANTOS
 Secondary School Principal I,
EDWIN B. BENABESE
 Administrative Assistant II
 Tagodtod National High School

NORMA T. PINEDA
 Secondary School Principal I
WEBSTER B. BANEZ
 Administrative Assistant II
 Abas National High School

LELIS B. FERRAS, JR.
 Head Teacher II
ALONA S. BERMILLO
 Administrative Assistant II
BRENDA B. CIERVO
 Administrative Assistant III
 Ting Central School

1. As per needed Accomplishment Reports vis-a-viz OPCR as of December 2019 and urgent COA reports of this Office, we are requesting your respective Administrative Assistant II/III as mentioned above to assist our Supply Office Personnel to accomplish the above-stated reports starting December 12, 2019 onwards, on arrangement basis, provided that this will not affect the efficient operation of the school.
2. Subject personnel shall report to the Supply Officer immediately.
3. Your support and cooperation is earnestly requested


GLORIA B. BUYA-AO
 Schools Division Superintendent