

Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 City of Mandaluyong

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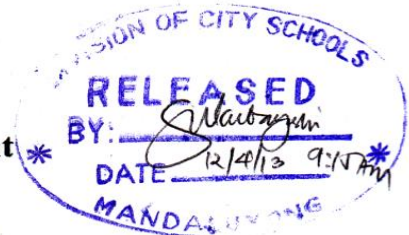


December 3, 2013

DIVISION MEMORANDUM

No. 99 s. 2013

**2013 Year-end Audit/Inventory
 For Plant Property and Equipment ***



TO: (OIC) Assistant Schools Division Superintendent
 Education/District Supervisors
 Principals, Head Teachers, Teacher-In-Charge
 Public Elementary and Secondary Schools

1. The field is hereby informed that the 2013 year-end audit/inventory of plant property and equipment in all schools will be undertaken on the following schedule:

<u>Schools</u>	<u>Date</u>	<u>Time</u>
1. Doña Basilisa Yangco Elem. School	January 13, 2014	8:00 –9:30 a.m.
2. Renato Lopez Elem. School	January 13, 2014	9:30 - 11:00 a.m.
3. Mandaluyong Elem. Schhol	January 13, 2014	11:00 – 1:30 lunch
4. IsaacLopez Integrated School	January 13, 2014	1:30 - 3:30 p.m.
5. Filemon P. Javier Elem. School	January 13, 2014	3:30 - 5:00 p.m.
1. Amado T. Reyes Elem. School	January 14, 2014	8:00-9:00 a.m.
2. Ilaya Barangka Integrated School	January 14, 2014	9:00-11:00 a.m.
3. Pedro P. Cruz Elem. School	January 14, 2014	11:00-1:00 lunch
4. Hulo Elem. School	January 14, 2014	1:00-3:00 p.m.
5. Plainview Elem. School	January 14, 2014	3:00 – 5:00 p.m.
1. Pleasant Hills Elem. School	January 15, 2014	8:00-10:00 a.m.
2. Nueve de Febrero Elem. School	January 15, 2014	10:00-12:00 lunch
3. Addition Hills Integrated School	January 15, 2014	1:00-3:00 p.m.
4. Jose Fabella Memorial School	January 15, 2014	3:00-5:00 p.m.
1. Andres Bonifacio Integrated School	January 16, 2014	8:00-10:00 a.m.
2. Doña Pilar Gonzaga Elem School	January 16, 2014	10:00-12:00 lunch
3. Eulogio Rodriguez Integrated School	January 16, 2014	1:00-3:00 pm
4. Highway Hills Integrated School	January 16, 2014	3:00-5:00 pm
1. Mataas na Paaralang Neptali A. Gonzales	January 17, 2014	8:00-10:00 a.m.
2. Bonifacio Javier National HS	January 17, 2014	10:00-12:00 lunch.
3. City of Mandaluyong Science HS	January 17, 2014	1:00-3:00 p.m.
4. Mandaluyong High School	January 17, 2014	3:00-5:00 p.m.


2. All school custodians National or Local from District II shall compose the Inventory Team for District I and vice versa.

3. All School heads are advised to be present during the course of audit/inventory of plant property and equipment.

4. Conformably to existing requirements, the Audit Team Leader of the Commission on Audit, City Auditor and the Supply Officer of the Region or their authorized representative, the Elementary and Secondary Home Economics, Industrial Arts and Alternative Learning System Supervisor and the Assistant Schools Division Superintendent are hereby requested to lead the audit/inventory team in the checking and verification of property records in the presence of school heads concerned in their respective schools.

5. The Division service cars will be used by the audit/inventory team. The meeting place of all members of the team will be at the Division Office at 8:00 a.m. The supervisor-in-charge of the schools, principals, district/school custodians should be present during the checking.

6. It is requested that this memorandum be given its due course by all concerned for the smooth conduct of the year-end audit/inventory of plant property and equipment.


EVANGELINE P. LADINES
Officer-In-Charge ★
Schools Division Superintendent