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

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March 3, 2015

**DIVISION MEMORANDUM**
No. 9 S. 2015

**2015 ANNUAL PHYSICAL CHECKING OF NATIONAL AND SCHOOL BOARD TEXTBOOK, PLANT PROPERTY AND EQUIPMENT**

RELEASED
BY: [signature] 3/4/2015
DATE 8:00am

**TO:** Officer-In-Charge
Office of the Schools Division Superintendent
Education/District Supervisors
Principals, Head Teachers, Teachers-In-Charge
Public Elementary and Secondary Schools

1. The field is hereby informed that the 2015 Annual Checking of Textbooks, Plant Property and Equipment in all schools will be undertaken on the following schedule.

| Schools | Date | Time |
|---|---|---|
| 1. Filemon P. Javier Elem. School | April 13, 2015 | 8:00 - 9:30 a.m. |
| 2. Isaac Lopez Integrated School | April 13, 2015 | 9:30 – 11:30 a.m. |
| 3. Doña Basilisa Yangco Elem. School | April 13, 2015 | 11:30 – 1:00 p.m. lunch |
| 4. Renato Lopez Elem. School | April 13, 2015 | 1:00 – 2:30 p.m. |
| 5. Mandaluyong Elerm. School | April 13, 2015 | 2:30 – 5:00 p.m. |
| 1. Amado T. Reyes Elem. School | April 14, 2015 | 8:00 - 9:00 am. |
| 2. Ilaya Barangka Integrated School | April 14, 2015 | 9:00 - 11:00 a.m. |
| 3. Hulo Elementary School | April 14, 2015 | 11:00 – 1:00 p.m. lunch |
| 4. Pedro P. Cruz Elem. School | April 14, 2015 | 1:00 – 3:00 p.m. |
| 5. Plainview Elem. School | April 14, 2015 | 3:00 – 5:00 p.m. |
| 1. Doña Pilar Gonzaga Elem. School | April 15, 2015 | 8:00 – 10:00 a.m. |
| 2. Eulogio Rodriguez Integrated School | April 15, 2015 | 10:00 – 12:00 p.m. lunch |
| 3. Andres Bonifacio Integrated School | April 15, 2015 | 1:00 – 3:00 p.m. |
| 4. Highway Hills Integrated School | April 15, 2015 | 3:00 – 5:00 p.m. |
| 1. Addition Hills Integrated School | April 16, 2015 | 8:00 – 10:30 a.m. |
| 2. Jose Fabella Memorial School | April 16, 2015 | 10:30 – 11:30 a.m. |
| 3. Pleasant Hills Integrated School | April 16, 2015 | 11:30 – 2:00 p.m. lunch |
| 4. Nueve de Febrero Elem. School | April 16, 2015 | 2:00 – 5:00 p.m. |
| 1. Bonifacio Javier National High School | April 17, 2015 | 8:00 – 10:00 a.m. |
| 2. City of Mandaluyong Science High School | April 17, 2015 | 10:00 – 12:00 p.m. lunch |
| 3. Mandaluyong High School | April 17, 2015 | 1:00 – 3:00 p.m. |
| 4. Mataas na Paaralang Neptali A. Gonzales | April 17, 2015 | 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 National and Local School Board Textbooks, Plant Property and Equipment.

4. All School Custodians are hereby instructed to follow strictly Dep-Ed Order No. 25 s. 2003 in Resolving Losses of Textbooks, hereto attached for reference of all concerned.

5. The district 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 area supervisor (assigned 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 2015 Annual physical Checking of Textbooks, Plant Property and Equipment in all schools.

**NERISSA A. LOSARIA, CESO VI**
Officer-In-Charge
Office of the Schools Division Superintendent