



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0079

To : Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division
Chief of School Governance and Operations Division
Administrative Officer V
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary Property Custodians
Representative from Commission on Audit
Representative from Finance Section
Division Engineer
Division Supply Officer
Division Supply Staff
Division Official Driver

Subject : **SCHOOL-TO-SCHOOL INVENTORY**

Date : May 28, 2025

Please be informed that the Division Inventory Team will conduct a simultaneous School to School Inventory of the Property Plant and Equipment including the Semi-Expandable Items from June to August 2025.

For your information and compliance.

For and in the absence of the SDS:


BASILIO P. MANA-AY, JR. CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

RELEASED

MAY 29 2025

Enclosed as stated
OSDS/mfgj

RECORDS SECTION, SDO PANABO CITY
BY 