



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

**DIVISION MEMORANDUM**

OSDS-2025-0119

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 : **CONDUCT OF SCHOOL-TO-SCHOOL INVENTORY**

Date : August 18, 2025

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

For your information and compliance.

For and in the absence of the SDS:

**JANWARIO E. YAMOTA**  
Chief-Curriculum Implementation Division  
Officer-In-Charge

**RELEASED**

**AUG 19 2025**

RECORDS SECTION-SDO PANABO CITY  
BY

Enclosed as stated  
OSDS/mfgj



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