



July 27, 2017

DIVISION MEMORANDUM
NO. 215 s., 2017

ISSUANCE OF PROPERTY AND EQUIPMENT STICKERS

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Curriculum and Implementation Division Personnel
School Governance and Operations Division Personnel
SDO Unit Heads
SDO Personnel

1. In view of our Division's bid for ISO 9001:2015 Certification, please be informed that the Property and Supply Section will conduct monitoring and inventory of property and equipment issued per unit.
2. Relative to this, the said section will provide and issue official stickers for all the property and equipment in this office.
3. Monitoring and inventory of property and equipment will start on July 28, 2017.
4. Immediate dissemination of this Memorandum is highly desired.


CHERRYLOU D. DE MESA

OIC, Schools Division Superintendent