




April 26, 2018

DIVISION MEMORANDUM
NO. 107, s. 2018

REQUESTING ONE STOCK ROOM/AREA PER SCHOOL

To: Public Schools District Supervisors
Senior High School Heads/ Principals
Elementary & Secondary School Principals
Supply Officers/ Property Custodians

1. With the aim of securing schools' office supplies/stationeries, other resources and equipment, this Office hereby requested all schools to provide one designated stock room or area, regardless of size, respectively.
2. it will serve the following purposes:
 - Proper allocations of all resources
 - Organize manner of arranging things
 - Systematic process of supplies dissemination
 - Efficient monitoring of material inventories
 - To protect government properties
3. Immediate dissemination and strict compliance of this Memorandum is highly anticipated. Please be guided accordingly.


CHERRYLOU D. DE MESA
Schools Division Superintendent



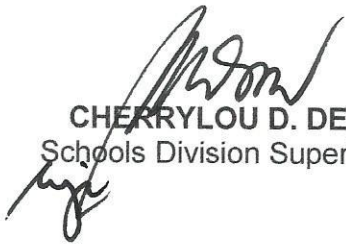
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