



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

C-514
1/15/19

NOTICE OF MEETING NO. 017

TO: Property and Supply Unit

Date: January 15, 2019

Please be informed that the Property and Supply Unit will be having a meeting on January 18, 2019 (Friday), 9:00 am onwards at the Office of the Property and Supply Unit, Division Office, Trece Martires City, Cavite.

Agenda to this meeting are as follows:

1. 2018 Report (MOV's).
2. IPCRF new/ additional forms.
3. Inventory system
4. Status of Processes
5. Technical Assistance for District Property Custodian
6. Other issues and concerns.

Attendance to this meeting is highly expected.


CHERRY LOU D. REPIA
Schools Division Superintendent