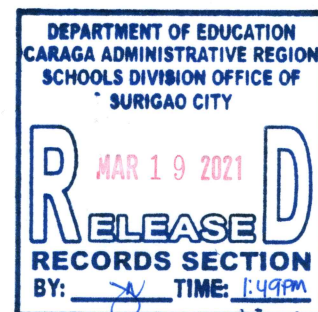




Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
DIVISION OF SURIGAO CITY
Surigao City



March 17, 2021

DIVISION MEMORANDUM

No. 084 s. 2021

**COMPOSITION OF NEW INVENTORY TEAM
AND INSPECTORATE TEAM FOR TEXT & NON-TEXTBASED
OF THE LEARNING RESOURCES MANAGEMENT AND
DEVELOPMENT SYSTEM (LRMDS)**

TO:

Assistant Schools Division Superintendent
Chiefs SGOD and CID
Education Program Supervisors
District Instructional Supervisors
School Principals
Schools Heads
This Division

Every year an Annual Physical Count of Inventory of Property, Plant and Equipment will be conducted to every schools in this division. Thus, a COMPOSITION OF INVENTORY and INSPECTORATE TEAM has been created as follows:

INVENTORY TEAM

| | | |
|------------|----------------------------|--------------------------------|
| Chair : | Engr. Von Eugene F. Cleofe | - Physical Facilities Engineer |
| Co- Chair: | Michelle G. Jimenez | - Property and Supply Officer |
| Members: | Paul P. Ajos | - Planning Officer |
| | Kevin Adrian Rosas | - IT Officer |
| | Maureen Aristan | - Accounting Bookkeeper |
| | Marco Pearlo Encarnacion | - Property & Supply Staff |
| | Roweno Noguerra | - Property & Supply Staff |

INSPECTORATE TEAM

Paul Andrew A. Tremedal – PDO for Non-Textbased Materials
Laarni C. Micayas - Librarian for Textbased Materials

The District/School Property Custodian will assist the said activity and to be witnessed by the COA Auditor or it s representative.

Please be guided accordingly.


KAREN L. GALANIDA, PhD., CESO V
Schools Division Superintendent