



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



March 10, 2014

DIVISION MEMORANDUM
No. 073, s. 2014

To: District Supervisor/District In-Charge
Secondary School Principal /Secondary School In-Charge
Designated District Property Custodian
Designated Secondary School Property Custodian

SUBJECT: DIVISION CONFERENCE FOR ALL DESIGNATED DISTRICT
AND SECONDARY SCHOOL PROPERTY CUSTODIANS

There will be a division conference for all Designated District and Secondary School Property Custodians of the Division of Misamis Oriental at the Division Office Conference Room, Cagayan de Oro City, on March 13, 2014 starting 8:00 A.M., conducted by the Division Office Property Section.

The agenda of the conference are as follows:

1. Audit Observation Memorandum (AOM) relative to Inventory of Property, Plant and Equipment (PPE).
2. Updating of PPE records
3. Matters of supply and Property Management
4. Other matters

Please bring with you electronic and print copy of the Report of Inventory of Property, Plant and Equipment and Inspection Report of Inventory as of December 31, 2013.

Transportation and other incidental expenses to this conference will be chargeable to local funds subject to the usual accounting and auditing rules and regulations. Lunch and snacks of participants will be chargeable against the Division MOOE Funds.

Immediate dissemination of this memorandum is hereby enjoined.

For the Schools Division Superintendent:


JEAN G. VELOSO
OIC, Office of the Assistant Schools Division Superintendent
Officer In-Charge

CLL/egp