



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

15 AUGUST 2022

**DIVISION MEMORANDUM**

No. **462**, s. 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 355, S. 2022  
CONDUCT OF MID-YEAR PHYSICAL INVENTORY TAKING**

To: **ELEONOR P. CRUZ**, Division Inventory Committee Chairman  
**ARLENE C. VALMORES**, Division Inventory Committee Vice – Chairman  
**PETER JUNE R. CHAN**, Division Inventory Committee Member  
**LOUCILE PACLAR**, Division Inventory Committee Member  
**FREDDIEJUN T. DELIG**, Division Inventory Committee Member  
**MARY KHONI Y. LAO**, Division Inventory Committee Secretariat  
**RENDOLPH G. DELA VICTORIA**, Division Inventory Committee Member  
**VICENTE Y. HALLASGO III**, Division Inventory Committee Member  
**KIM ERIC LUBGUBAN**, Division Inventory Committee Member  
**ARNIL N. CARACHO**, Division Inventory Committee Member  
**JULIETA M. BORLADO**, Division Inventory Committee Secretariat

1. This Office hereby informs the Division Inventory Committee of the rescheduled date of Mid-Year Physical Inventory Taking to the following Districts:

Date	District
September 1, 2022	Medina North
September 2, 2022	Medina South
September 5, 2022	Lagonglong
September 6, 2022	Opol East
September 7, 2022	Opol West

2. Travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
3. For your guidance and strict compliance.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

/egpc



Republic of the Philippines  
**Department of Education**  
 Division of Misamis Oriental



**AUTHORITY TO TRAVEL**

Control no.

768

**REGION:** 10

**BUREAU/ DIVISION/SCHOOL:** Division of Misamis Oriental

<b>Date of Filing</b>	August 15, 2022
<b>Name/s Position/ Designation</b>	<b>ELEONOR P. CRUZ</b> , Division Inventory Committee Chairman <b>ARLENE C. VALMORES</b> , Division Inventory Committee Vice – Chairman <b>PETER JUNE R. CHAN</b> , Division Inventory Committee Member <b>LOUCILE PACLAR</b> , Division Inventory Committee Member <b>FREDDIEJUN T. DELIG</b> , Division Inventory Committee Member <b>MARY KHONI Y. LAO</b> , Division Inventory Committee Secretariat <b>RENDOLPH G. DELA VICTORIA</b> , Division Inventory Committee Member <b>VICENTE Y. HALLASGO III</b> , Division Inventory Committee Member <b>KIM ERIC LUBGUBAN</b> , Division Inventory Committee Member <b>ARNIL N. CARACHO</b> , Division Inventory Committee Member <b>JULIETA M. BORLADO</b> , Division Inventory Committee Secretariat <b>LARRY F. MADRIDANO</b> , ADA-IV/Driver
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b>	To conduct the Mid-Year Physical Inventory Taking
<b>Activity Organized/ Sponsored by</b>	DepED Misamis Oriental Division
<b>Period Covered (Inclusive on Travel time)</b>	September 1-2 and 5-7, 2022
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
<b>Venue/Destination</b>	Medina North, Medina South, Lagonglong, Opol East and Opol West District.
<b>Expenses Covered</b>	Travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
<b>Fund Source</b>	Division MOOE
<b>Recommending Approval:</b>   <b>ERLINDA G. DAEL, PhD, CESE</b> CES/OIC-Assistant Schools Division Superintendent  Date: _____	<b>Approved:</b>   <b>JONATHAN S. DELA PEÑA, PhD, CESO V</b> Schools Division Superintendent  Date: _____