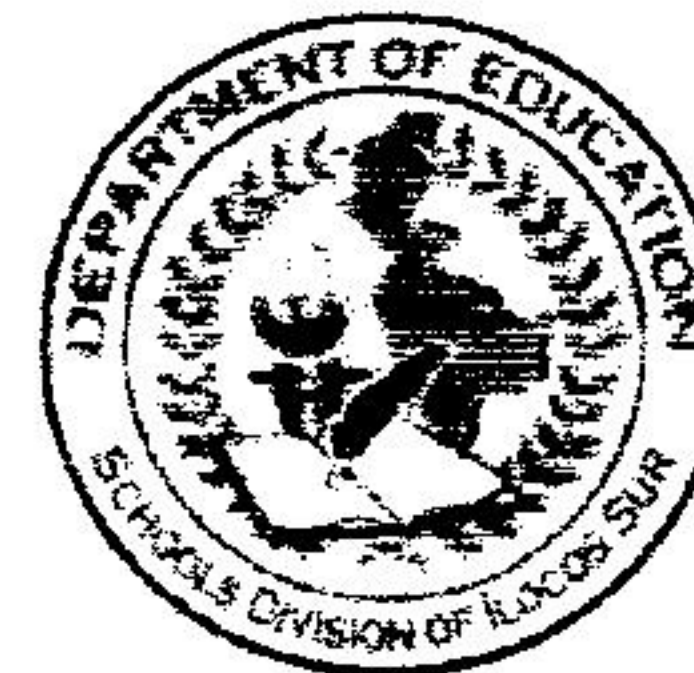




Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



Date: April 8, 2019

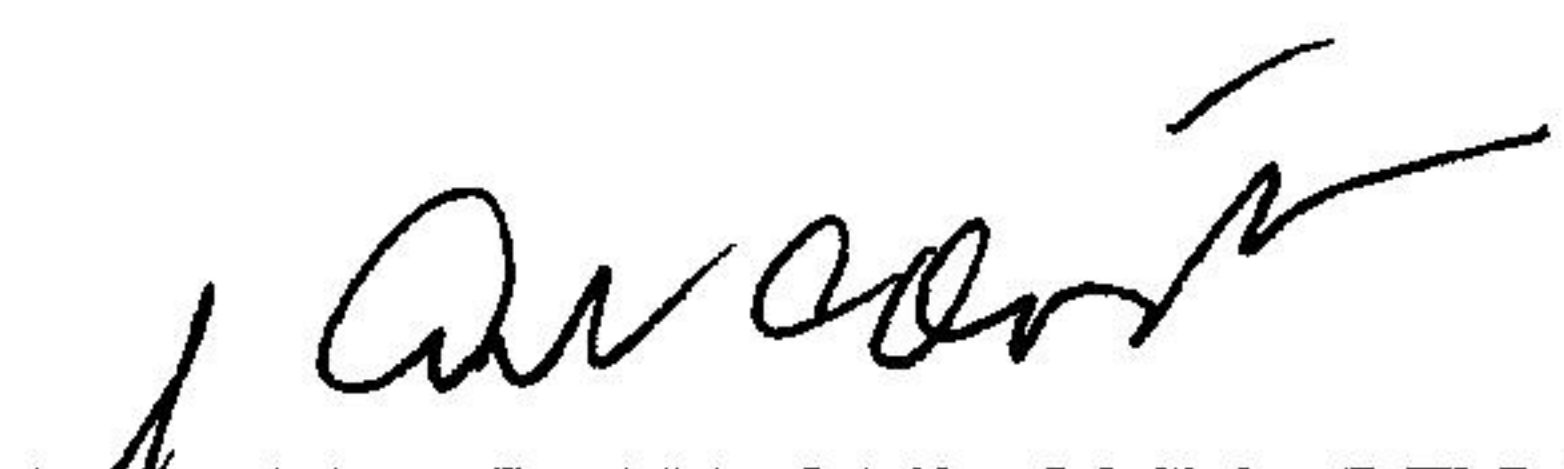
**DIVISION MEMORANDUM**

No. 087, s. 2019

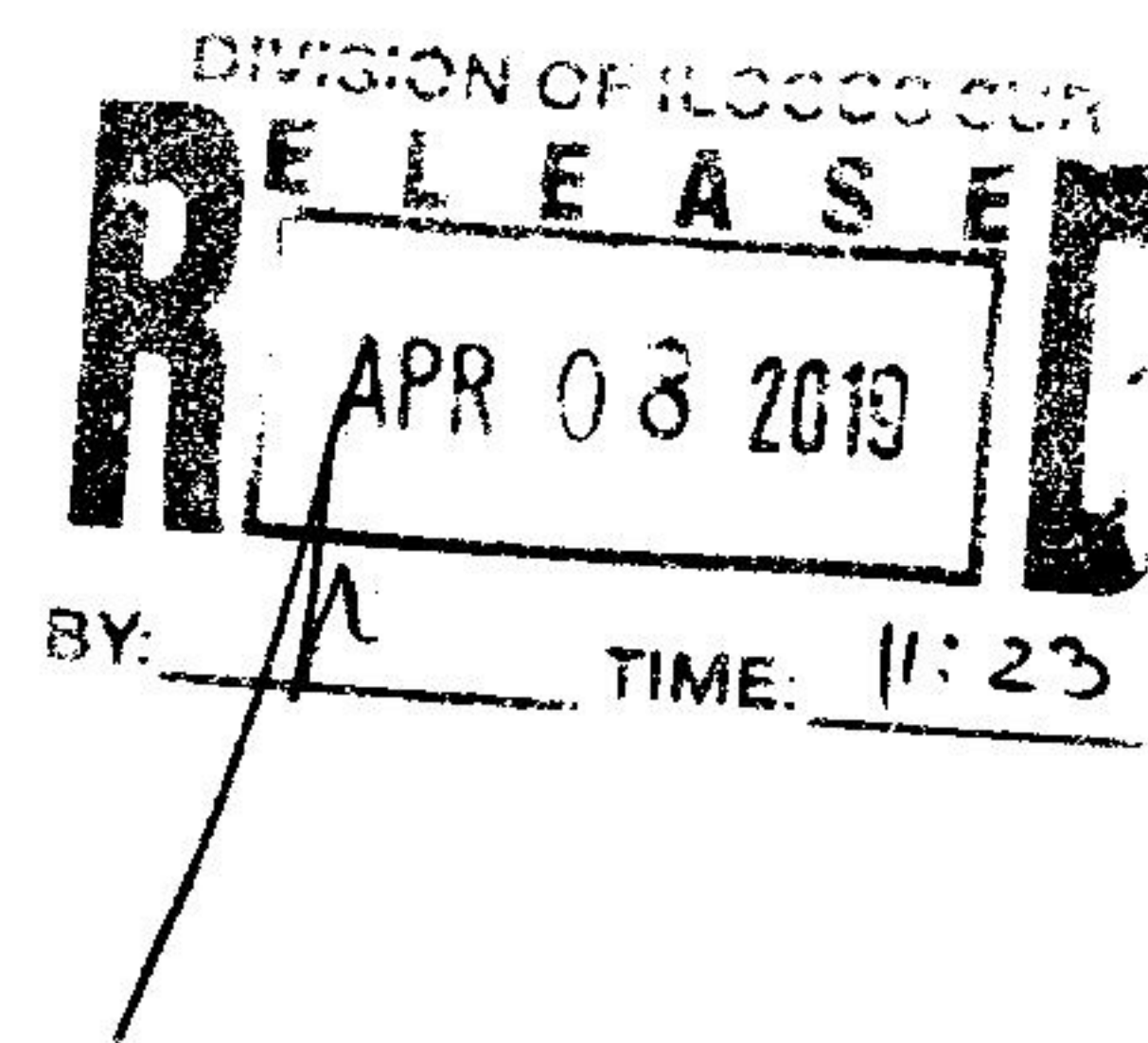
**SUBMISSION OF SEPARATE INVENTORY REPORT FOR ICT EQUIPMENT AND ALL  
EXISTING SCHOOL FURNITURE**

**To: OIC-ASDS**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary & Secondary School Heads**  
**District Property Custodian**  
**School Property Custodian**  
**All Others Concerned**

1. Please be informed that the Central Office is requesting for submission of the following:
  - a. ICT Equipment in school (including DCP Packages)
  - b. Existing school furniture (ex. Teacher's tables and chairs and armchairs)
2. Kindly download the template thru this link: <http://bit.ly/ICTnFurniture>.
3. Send the softcopy of the inventory reports (**District Consolidated for Elementary**) to this link: <http://bit.ly/eCopyinventory> on or **before April 15, 2019**.
4. The District Property Custodian is the in-charge for the District Consolidation.
5. Submit a hard copy of the report to the Division Supply Officer.
6. For your guidance and strict compliance.

  
**GEMMA Q. TACUYCUY, CESO V**  
Schools Division Superintendent

To be included in the perpetual index under the following subject:  
**INVENTORY REPORT ICT FURNITURE**



DOCUMENT CODE: SDO-ILS-CID-IM-QF-005

REVISION: 00

EFFECTIVITY DATE: 09-10-2018

Quirino Boulevard, Zone V, Bantay, 2727 Ilocos Sur



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