



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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RECORDS SECTION  
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**Office of the Schools Division Superintendent**

January 27, 2022

DIVISION MEMORANDUM

No. 109, s. 2022

**Updating of the Division Inventory of Classrooms, Toilets and Furniture  
for Calendar Year 2022**

TO : Elementay and Secondary Administrators

1. In line with the annual updating of our inventory of furniture, classrooms and toilet, the Planning and Research Section will be collecting said data through the link which will be sent to the different group chats and to be accomplished by the designated school property custodian.
2. It is expected that all encoded data in the link are accurate and validated by the school administrators since these data will be used for the quarterly reporting in the regional office and the crafting of the FY 2024 Annual Investment Plan.
3. It is also expected that all entries in the link must be updated from time to time.
4. All concerned are required to STRICTLY observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on Covid 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
5. For your immediate action.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

