



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

06 June 2024

**DIVISION MEMORANDUM**

No. 807, s. 2024

**CORRIGENDUM TO DIVISION MEMORANDA NO. 235 & 243, s. 2024 RE:  
CREATION OF SCHOOL INVENTORY COMMITTEE FOR  
ONE-TIME CLEANSING OF PPE ACCOUNT  
BALANCES OF SDO CALBAYOG**


To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Administrative Officer II  
All Others Concerned

- This is a corrigendum to Division Memorandum No. 235, s. 2024, the Creation of School Inventory Committee for One-Time Cleansing of the PPE Account Balances of SDO Calbayog.
- Coordination Meeting** with the School Head or Administrative Officer II (Records Custodian) will be conducted at the Division Office Conference Hall on **June 25, 2024**. This Memorandum shall serve as Travel Authority.

June 25, 2024	-	9:00 to 11:00 AM	-	Calbayog 1 to 6 Districts
June 25, 2024	-	2:00 to 4:00 PM	-	Oquendo 1-3 Districts & Tinambacan 1-3 Districts

- The Coordination Meeting aims to:
  - Discuss procedures and forms used in the conduct of inventory;
  - Set duties and responsibilities of the Inventory Committee as Taggers, Checkers, Counters and Validators; and
  - Provide schedules on the actual conduct of Inventory and preliminary of activities
- Other provisions of Division Memoranda No. 235 & 243, s. 2024 are still enforced.
- Immediate dissemination of this Memorandum is directed.



  
**MARGARITO A. CADAYONA PhD, CESO VI**  
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Office of the Schools Division Superintendent



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