



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

NOTICE OF MEETING

JAN 20 2022

To: Administrative Officer V
Division Budget Officer
Division Accountant
Division Supply Officer
School Property Custodians

From: Office of the Schools Division Superintendent

Date: January 21, 2022


Time: 9:00 a.m. – 12:00 n.n.

Venue: Via Zoom (Meeting link will be sent on SPC's group chat)

Title: Division Property Custodians' Meeting

Agenda: Follow up submission of:

1. School Operating Budget
2. Annual Procurement Plan
3. Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE)
4. Project Procurement Management Plan (PPMP)
5. Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
6. Report On Physical Count Of Inventories (RPCI)


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

JVI/ Division Property Custodians' Meeting
009 / January 19, 2021



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