



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

Office of the Schools Division
Superintendent

APR 30 2024


MEMORANDUM

INVENTORY OF SERVICE VEHICLE

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Administrative Officer V
All Others Concerned

1. Attached is the Memorandum from Engr. Allan A. Cachuela, City Administrator, dated April 23, 2024, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. The said inventory of all service vehicles registered, owned and controlled by City Government of Muntinlupa and the Smoke Emission Testing for the Second Quarter will be on May 22-23, 2024 in Muntinlupa Sports Complex.
3. For information and guidance.

For:
EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

By: 
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

ASSIGNMENT

MMP/NAV/DM – Inventory of Service Vehicle
141 /APRIL 29, 2024

UN-2024-141

APR - 2024 - 606



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 (02) 8805 - 9935, (02) 8805 - 9940
 sdo.muntinlupa@gmail.com





m-184

REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA
Tanggapan ng Punonglungsod

Memo

To : All Departments and Offices of the City Government
From : The City Administrator
Date : 23 April 2024
Subject : Inventory of Service Vehicles

RECEIVED BY:

EVELYN N. DINGAL
Admin Officer II - Records Unit
Date: 4-25-24 1:16 pm

Pursuant to Commission on Audit (COA) Circular 2020-006, dated 31 January 2020, entitled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies," the City Government of Muntinlupa (CGM), led by the Muntinlupa City Committee on Property, Plant and Equipment Inventory and Disposal (MCCPPEID), shall conduct the one-time cleansing of all PPE starting in May 2024.

In order to assist the MCCPPEID in making a comprehensive and final determination of all service vehicles registered, owned and controlled by the CGM, the Smoke Emission Testing for the Second Quarter, set to take place on 22 and 23 May 2024, Wednesday and Thursday, on the grounds of the Muntinlupa Sports Complex, shall likewise be the setting for the Inventory of Service Vehicles. This is in furtherance of Memo No. 24, Series of 2024, issued on 04 January 2024.

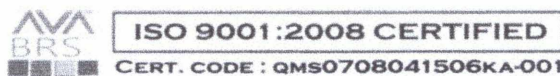
Failure to undergo the Smoke Emission Testing and the Inventory of Service Vehicles shall forfeit the privilege of requisition of fuel.

For the information and strict compliance of all concerned.

Engr. ALLAN A. CACHUELA

cf : Rozzano Rufino B. Biazon, City Mayor;
Roger J. P. Smith, MCCPPEID;
Maricel G. Labra, AMO;
Amelia Rose U. Casiguran, GSO

CENTRAL RECORDS OFFICE
RECEIVED
BY: ROAN MORALES
DATE: 4/24/2024 TIME: 10:03



MUNTINLUPA the city that cares!