



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

NOTICE OF MEETING
August 07, 2025

AUG 08 2025

TO: Assistant Schools Division Superintendent
Administrative Officer V
Division Supply Officer
Administrative Officers/
School Property Custodians
All Others Concerned

FROM: 
VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

DATE: August 11, 2025 (Monday)

TIME: 2:00 p.m. onwards

VENUE: Online

TITLE: **Online Meeting on Inventory and Disposal of National Government Properties**

AGENDA:

1. Updates on CY 2024 and 2025 Physical Inventory Requirements
 - Timeline and Responsibilities
2. Guidelines on the Disposal of Unserviceable Government Properties
 - Procedures based on COA and DepEd guidelines
 - Preparation of required documents
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3. Roles and Responsibilities of School Property Custodians and Administrative Officers
 - Strengthening accountability and compliance
 - Reporting and coordination mechanisms with Division Office
4. Other matters.

Attendance is a must.

JIL/ Meeting on Inventory and Disposal of National Government Properties

095/ August 07, 2025

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