

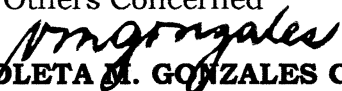


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

NOTICE OF MEETING

July 08, 2026

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

FROM: 
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

DATE: **July 10, 2026**

TIME: 10:00 a.m.

VENUE: Via Google Meet

TITLE: **2026 DIVISION SEMI-ANNUAL PHYSICAL CHECKING OF INVENTORIES, AND TAGGING OF PROPERTY, PLANT, AND EQUIPMENT (PPE) AND FINALIZATION OF THE ONE-TIME CLEANSING OF PPE**

AGENDA:

1. Guidelines for the Conduct of Physical Inventory
2. Inventory Reports and Forms to be Submitted
3. Properties to be Presented During the Physical Inventory
4. Inventory Schedule and Team Assignments
5. Other matters

Attendance is a must.