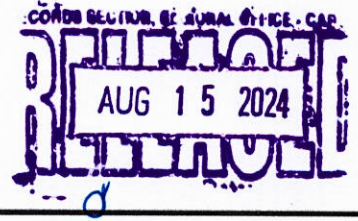




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **027**, s. 2024

To: Schools Division Superintendents
Division Property and Supply Officers
All Concerned
This Region

SUBMISSION OF PROPERTY INVENTORY FORM

1. In accordance with Memorandum of The Office of the Undersecretary for Administration dated June 20, 2024, re: Submission of Property Inventory Form, all Division Supply Officers are directed to consolidate all insurable properties and other assets in the Schools Division Office and Public Schools. The scanned copies, along with the editable excel file, should be submitted to the email address amu_caraga@deped.gov.ph **on or before August 23, 2024**. The hardcopies should reach the Regional Office **on or before August 30, 2024**.
2. The Property Inventory Form and the COA Circular may be accessed through the link: **<https://bit.ly/3VxluoN>**
3. For your information, guidance, and strict compliance.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl: None

Reference: Memorandum of The Office of the Undersecretary for Administration dated June 20, 2024

To be indicated in the Perpetual Index
under the following subjects:

FORMS

PROPERTIES

SCHOOLS

ASD/zfb
08/07/2024

Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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