
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002  Revision: 00  Effectivity date: 05-08-18
	<b>DIVISION MEMO. NO. <u>429</u>, S. <u>2018</u></b>		<b>Name of Office:</b> <b>Property &amp; Supply Unit</b>

TO : Public Schools District Supervisors  
 Heads of Public Elementary and Secondary Schools  
 District / School Property Custodians  
 All Concerned

FROM : Office of the Schools Division Superintendent

SUBJECT: Submission of Schools Inspectorate Team List with Specimen Signatures

DATE : September 19, 2018

- In connection to Regional Memorandum No. 140, s.2018 dated September 12, 2018. All Schools Heads / Principals of the Elementary School, Junior High Schools, and Senior High School are instructed to submit their Schools Inspectorate Team List with specimen signatures not later than September 26, 2018 to Division Office-Property and Supply Unit (in hard copy) and copy furnish the Regional Office thru [felisa.ebreo@deped.gov.ph](mailto:felisa.ebreo@deped.gov.ph)
- The report aimed the guidelines on turn-over and acceptance of School Furniture delivered, which was discussed in the Orientation of School Heads/Principals on April 2 to 5, 2018 at Region 3 NEAP, Pulongbulo, Angeles City, in compliance with DepEd Order No. 35, 2017 " Revised Guidelines on the Implementation of the Basic Education Facilities Fund" and DepEd Order No. 61, s. 2017".
- The transmittal letter shall be attention to:  
 Sharon M. Catangal  
 Administrative Officer IV  
 Property and Supply Unit
- The transmittal letter must bear the names and signatures of the following in the order of their responsibility in the submitted report.

For Junior / Senior High School

Prepared by: Designated School Property Custodian

Approved by: School Head/Principal

\*(Note: hard copy/ w transmittal be submitted to Division Office and Soft copy thru [felisa.ebreo@deped.gov.ph](mailto:felisa.ebreo@deped.gov.ph))

For Elementary Schools

Prepared by: Designated School Property Custodian

Approved by: School Head/Principal

\*(Note: hard copy/ w transmittal be submitted to District Office only and Soft copy thru [felisa.ebreo@deped.gov.ph](mailto:felisa.ebreo@deped.gov.ph))

For District Offices

Prepared by: Designated District Property Custodian

Noted by: Public Schools District Supervisors

\*( Note: collate the report only and list the schools with and without report- District Office will submit the report to the Division Office)

- For immediate, appropriate action and compliance.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
 Schools Division Superintendent