



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 22, 2020

OFFICE MEMORANDUM

No. **545**, s. 2020

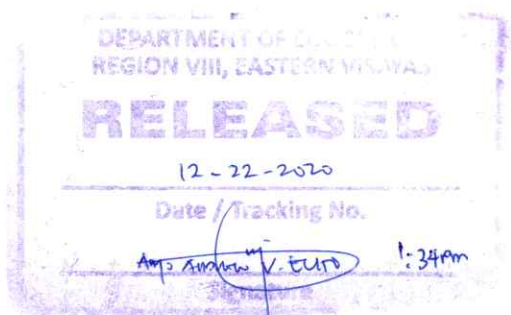
To: Director III
Functional Division Chiefs
All Others Concerned

CONDUCT OF ANNUAL PHYSICAL INVENTORY OF PROPERTY AND EQUIPMENT

1. This Office through the Asset Management Section following health and safety protocols, announces the conduct of the Annual Physical Inventory of Property and Equipment on December 28-29, 2020.
2. Relative thereto, all Regional Officials and Personnel are requested to ensure that all property and equipment issued are at their respective Offices for proper recording and accounting.
3. For information and compliance.

[Handwritten signature]
RAMIR B. UYTICO, EdD, CESO IV
Director IV *9 12/22/20*

AD-AMS-EEC



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