



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

12 November 2024

DIVISION MEMORANDUM

No. 117, s. 2024

**DISSEMINATING DM-OUHROD-2024-2222 DATED NOVEMBER 04, 2024
RE: UPDATING OF SCHOOL FURNITURE INVENTORY**

To: - Concerned School Heads of Public Elementary and Secondary Schools
- Administrative officer II
- All Others Concerned

1. This office hereby disseminates the enclosed DM-OUHROD-2024-2222 dated November 04, 2024 Re: Updating of School Furniture Inventory in which it hereby requests updating the inventory of operational school furniture, regardless of design, as well as the updated enrolment data.
2. Corresponding guidance and updating the aforementioned data can be accessed through this link: <https://tinyurl.com/sdotcschoolfacilities>
3. The deadline for submission is *on or before November 14, 2024 (Thursday)*.
4. Should you have queries or need assistance, you may contact the physical facilities unit focal, Engr. Paul Palliso.
5. For proper guidance and strict compliance of all concerned.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent