



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



DO CSJDM  
RELEASED

NOV 27 2018

By: M. Cruz  
Records Unit

November 23, 2018

**ADVISORY**

No. **30** s. 2018

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

Subject: **CONDUCT OF PHYSICAL COUNT AND INSPECTION OF ALL AGENCY PROPERTIES**

1. This Office informs the field of the conduct of Physical count and inspection of all SEF purchased properties from December 10-14, 2018.
2. The said inspection will be headed by the City General Service and Accounting Departments' Representatives from local government.
3. In addition, each school is directed to submit the list of equipment provided through SEF in CY 2017 and 2018 to Mr. Manuel P. Dela Cruz, SEPS-HRD before December 5, 2018.
4. For compliance.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent