



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

May 18, 2021

**OFFICE MEMORANDUM**

No. 000202 s. 2021

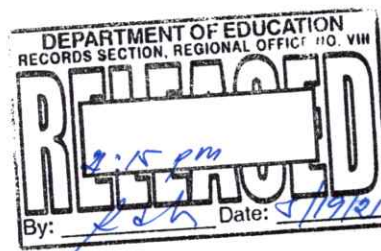
**CONDUCT INVENTORY FOR THE PURPOSE OF RECONCILIATION AND UPDATING OF RECORDS.**

To: Regional Office Division Chiefs  
Section/Unit Heads  
All Others Concerned

1. The Asset Management Section of the Administrative Division of this Office will conduct a physical inventory of properties on May 24-June 4, 2021, for reconciliation and updating of records.
2. Immediate dissemination of and compliance with this MEMORANDUM are desired.

*[Signature]*  
**MA. GEMMA MERCADO-LEDESMA**  
Regional Director

AMS-MLFP



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | region8@deped.gov.ph  
ISO 9001:2015 Certified

