

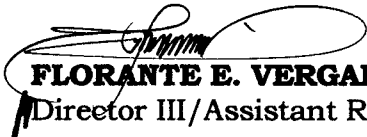


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

MEMORANDUM

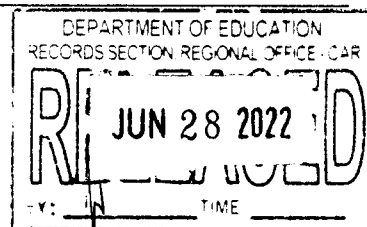
TO : **Schools Division Superintendents**

ATTENTION : **Division HRMOs**

FROM : 
FLORANTE E. VERGARA
Director III/Assistant Regional Director

SUBJECT : **UPDATING OF THE INVENTORY OF ADMINISTRATIVE SUPPORT ITEMS**

DATE : June 27, 2022



1. With reference to DM-HROD-2021-0096 (Clarification Guidelines in the Filling Up of Administrative Support Items for DepEd Elementary and Secondary Schools), the Schools Division Offices are advised to fill in the required data in the Inventory of Administrative Support items accessible at <https://tinyurl.com/inven2ryupdate> .
2. Duly filled in data/inventory should be signed by the Human Resource Management Officer (HRMO)/Authorized Official and the Schools Division Superintendent (SDS) and forward the scanned signed copy to the Regional Office via email thru **car.personnel@deped.gov.ph** on or before July 4, 2022.
3. For information, guidance, and compliance.

ADMIN/MAB/EA/dom



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Website: www.depedcar.ph | Email Address: car@deped.gov.ph

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