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DR. FRANCIS CESAR P. BRINGAS

OIC-City Division Schools Superintendent
Department of Education, Baguio City

Sir:

Relative to our function as property custodian of the City Government of Baguio, this office is tasked, among other things, to conduct physical inventory of all city-owned real properties. The results of the physical inventory shall be used for updating and reconciliation of records.

We therefore, would like to seek your assistance in coming up with a comprehensive list of all city-owned school buildings, as well as those building being used by the school for purposes incidental to its functions and its operations whether educational or proprietary. The list shall contain the name, number of floors (including basement), location/address, acquisition cost/construction cost, date of construction, and the source of funds used to purchase the building (SEF/General Fund/National).

Attached is a copy of the real property list table to be filled in with the necessary data.


Thank you very much for your prompt action on the matter. Your help is highly appreciated.

Very truly yours,


ROMEO D. CONCIO
City General Services Officer

TO: All Elementary and Secondary School Heads

For your information and appropriate action.
Please submit filled up forms on or before March 30, 2015 to
Engineer Polido for consolidation.


FRANCIS CESAR B. BRINGAS, C ESO VI
Schools Division Superintendent

