



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF QUEZON CITY
ERNESTO RONDON HIGH SCHOOL
ROAD 3, PROJECT 6, QUEZON CITY

Office of the Principal

February 23, 2026

SCHOOL MEMORANDUM
No. 008, s. 2026

CONDUCT OF CLASSROOM INVENTORY AND MAINTENANCE

To: Assistant School Principal
Grade Level Coordinators
Class Advisers
Jose Sigasig B. Macatangay
All Others Concerned

1. This is to remind all Class Advisers to conduct a thorough classroom inventory to identify the number of furniture and fixtures in your respective classrooms, including items that need repair or condemnation. Please ensure the inventory is accurate and answer the quick survey by accessing the link provided below:

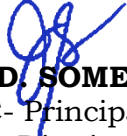
<https://tinyurl.com/ERHS-Quick-ClassroomInventory>

2. Deadline for completing the survey: **February 28, 2026.**
 3. Additionally, please take note of the following reminders regarding classroom maintenance:
 - a. Cleanliness – Maintain the cleanliness of your classroom at all times. Assign classroom officers to regularly monitor and ensure cleanliness, and encourage all learners to act as stewards of a clean and orderly environment.
 - b. Removal of unnecessary items – Remove any materials or objects that do not belong in the classroom and return them to the designated property area. For equipment, furniture, or fixtures that need repair, please report them through the quick survey so our repair or property team can take appropriate action.
 - c. Christmas decorations – Please remove all classroom Christmas decorations. In the future, avoid using double-sided tape or any adhesives that may damage walls or other surfaces.
 4. A monitoring team will assess compliance with this memorandum starting **March 2, 2026.** Your cooperation in maintaining a safe, organized, and conducive learning environment is highly appreciated.
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5. Kindly ensure completion of the inventory and survey by the stated deadline.
6. Immediate and wide dissemination of this memorandum is desired.


JULIUS D. SOMERA, PhD
OIC- Principal
Public Schools District Supervisor