



DIVISION MEMORANDUM


No. 081 s.2015

April 7, 2015

2015 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL PROPERTY

TO: Education Program Supervisor Area Consultants  
School Heads, Public Elementary and Secondary Schools  
School Teacher Property Custodian

1. The 2015 Division Annual Physical Checking and Inventory of Property/Equipment and Physical Facilities will be scheduled on April 23-29,2015 (Please see attached copy for your reference.)
2. All types/classes of school property should be ready for physical checking. It is desired that inventories shall be ready for the following:
  - a. National Property IMCS-LM's
  - b. Property acquired through the City School Board
  - c. Property acquired through donation, solicitation, sponsorship, Adopt-A-School program and the like
  - d. Physical Facilities Inventory
    1. Academic Classrooms/Building
    2. Non-Academic Classroom/Building
    3. School Furniture's (desks, armchairs, tables and chairs, cabinets, aparador, etc.)
3. Validation of existing data on these inventories will also be accounted this activity. Likewise, all books of accounts will be looked into by the team for funds such as School canteen, School Paper, and student Body Organization. YECS, STEP, SSG/SPG and other funds of different clubs I the school.
4. An Official Receipt will be issued by the cashier or through any authorized representative from finance section of loses incurred.
5. Attendance of all concerned is required during the physical checking, request for change of schedule shall not be entertained.
6. The following are the Members of the Physical Checking Team with their specific assigned tasks.
  1. COA Auditor/ Representative
  2. Mrs. Liza Maquiling or her representative-School site/building & Furnitures/BEIS
  3. Mr. Lucio M. Epe- Textbooks
  4. Mr. Engelbert Requillo- Textbooks
  5. Mr. Dionisio Ponte-Textbooks
  6. Mr. Eric D. Dos Pueblos
  7. Mrs. Michelle T. Sagaral or her representative/Audit of Funds
  8. Jennifer Sarigumba- Issuance of O.R
7. For information, guidance and strict compliance of all concerned.

  
EVANGEL M. LUMINARIAS, Ph.D. CESO V  
Schools Division Superintendent



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
TAGBILARAN CITY SCHOOLS DIVISION  
City of Tagbilaran




April 7, 2015

2014 SCHEDULE OF ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL PROPERTY


A.M-8:00-12:00  
P.M-1:00-5:00

DATE	A.M	P.M
April 23,2015	CABAWAN ELEM.SCHOOL TIPTP ELEM. SCHOOL DAO ELEM.SCHOOL	SAN ISIDRO ELEM.SCHOOL SAN ISIDRO HIGH SCHOOL
April 24,2015	BOOY SOUTH ELEM.SCHOOL COGON ELEM. SCHOOL	EASTERN COGON ELEM. SCHOOL COGON NIGHT HIGH SCHOOL
April 27,2015	MANGA ELEM.SCHOOL MANGA NATIONAL HIGH SCHOOL	UBUJAN ELEM. SCHOOL TALOTO ELEM. SCHOOL BOOY ELEM SCHOOL
April 28,2015	MANSASA ELEM. SCHOOL MANSASA HIGH SCHOOL BOOL ELEM. SCHOOL	DAMPAS ELEM. SCHOOL TAGB.CITY SCIENCE HIGH SCHOOL CITY EAST ELEM.SCHOOL
April 29, 2015	TAGB. CITY SPED <del>ELEM/SEC.</del> TAGB.CITY CENTRAL ELEM.SCHOOL	DCPNHS DIVISION LIBRARY HUB

Prepared by:

  
**LUCIO M. EPE**  
Division Supply Officer Designate

NOTED:

  
**EVANGEL M. LUMINARIAS, Ph.D. CESO V**  
Schools Division Superintendent