



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



April 4, 2016

DIVISION MEMORANDUM
No. 155 s.2016

2016 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 2016 Division Annual Physical Checking and Inventory of Property/Equipment and Physical Facilities will be scheduled on April 18-22, 2016 (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 and produce one copy of each of the following documents:
 - 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 in 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	11. Eubert Karaan
2. Marife C. Rallos	12. Rosalie Tambis
3. Engr. Junicel Mancha	13. Ananias Sumaylo
4. Mr. Lucio M. Epe	14. Julie Ann Kristie Redillas
5. Mr. Dionisio Ponte	15. Gina Gamao
6. Magnolia D. Pancho	16. Marilou Bedrijo- Issuance of O.R.
7. Eric Dos Pueblos	17. Margarita Tejano-Issuance of O.R.
8. Engelbert Requillo	
9. Retchel T. Sumampong	
10. Paul Castro	
7. Please find attached forms.
8. For information, guidance and strict compliance of all concerned.


VIRGINIA C. ZARANTA, Ed.,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 4, 2016

2016 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 18, 2016	<ul style="list-style-type: none">CABAWAN ELEM.SCHOOLTIPTP ELEM. SCHOOLDAO ELEM.SCHOOL	<ul style="list-style-type: none">SAN ISIDRO ELEM.SCHOOLSAN ISIDRO HIGH SCHOOL
April 19, 2016	<ul style="list-style-type: none">BOOY SOUTH ELEM.SCHOOLCOGON ELEM. SCHOOL	<ul style="list-style-type: none">EASTERN COGON ELEM. SCHOOLCOGON NIGHT HIGH SCHOOL
April 20, 2016	<ul style="list-style-type: none">MANGA ELEM.SCHOOLMANGA NATIONAL HIGH SCHOOL	<ul style="list-style-type: none">UBUJAN ELEM. SCHOOLTALOTO ELEM. SCHOOLBOOY ELEM SCHOOL
April 21, 2016	<ul style="list-style-type: none">MANSASA ELEM. SCHOOLMANSASA HIGH SCHOOLBOOL ELEM. SCHOOL	<ul style="list-style-type: none">DAMPAS ELEM. SCHOOLTAGB.CITY SCIENCE HIGH SCHOOLCITY EAST ELEM.SCHOOL
April 22, 2016	<ul style="list-style-type: none">TAGB, CITY SPED/SECONDARYTAGB.CITY CENTRAL ELEM.SCHOOL	<ul style="list-style-type: none">DCPNHSDIVISION LIBRARY HUB

Prepared by:

MARIFE C. RALLOS

Administrative Officer IV- Cash & Property

NOTED:

VIRGINIA C. ZAPANTA, Ed.,D,CESO V
Schools Division Superintendent

PHYSICAL FACILITIES INVENTORY SCHOOL FURNITURES/ ELEMENTARY & HIGH SCHOOL	
ELEMENTARY	
Grade 1	Engr. Junicel Mancha, Mr. Lucio Epe
Grade 2	Engr. Junicel Mancha, Mr. Dionisio Ponte
Grade 3	Engr. Junicel Mancha, Magnolia Pancho
Grade 4	Engr. Junicel Mancha, Eric Dos Pueblos
Grade 5	Engr. Junicel Mancha, Retchel T. Sumampong
Grade 6	Engr. Junicel Mancha, Eubert Karaan
HIGH SCHOOL	
First Year	Mr. Lucio Epe, Mr. Dionisio Ponte
Second Year	Magnolia Pancho, Engelbert Requillo
Third Year	Retchel T. Sumampong, Eric Dos Pueblos
Fourth Year	Eubert Karaan, Paul Castro

BOOKS	
ELEMENTARY	
Grade 1	Mr. Lucio Epe
Grade 2	Mr. Dionisio Ponte
Grade 3	Magnolia Pancho
Grade 4	Eric Dos Pueblos
Grade 5	Retchel T. Sumampong
Grade 6	Eubert Karaan
HIGH SCHOOL	
First Year	Mr. Lucio Epe, Mr. Dionisio Ponte
Second Year	Magnolia Pancho, Engelbert Requillo
Third Year	Retchel T. Sumampong, Eric Dos Pueblos
Fourth Year	Eubert Karaan, Paul Castro

FUNDS	
April 18, 2016	Rosalie Tambis, Ananias Sumaylo
April 19, 2016	Rosalie Tambis, Julie Redillas
April 20, 2016	Rosalie Tambis, Gina Gamao
April 21, 2016	Rosalie Tambis, Ananias Sumaylo
April 22, 2016	Rosalie Tambis, Julie Redillas



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



SCHOOL FURNITURES

School: _____

Principal: _____

(ELEMENTARY LEVEL)						
FURNITURES	QUANTITY					
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
• DESKS						
• ARM CHAIRS						
• CHAIRS						
• CABINETS						
• APARADOR						
• OTHERS						
1. _____						
2. _____						
3. _____						

Inspected by: _____
Signature Over Printed name

Conforme: _____
Signature Over Printed name



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



SCHOOL FURNITURES

School: _____

Principal: _____

(HIGH SCHOOL LEVEL)						
FURNITURES	QUANTITY					
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
• DESKS						
• ARM CHAIRS						
• CHAIRS						
• CABINETS						
• APARADOR						
• OTHERS						
1. _____						
2. _____						
3. _____						

Inspected by: _____
Signature Over Printed name

Conforme: _____
Signature Over Printed name



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



Date: _____
Grade Level: _____
Teacher: _____
School: _____

No.	Subject/Books	Books on Hand	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Inspected by: _____
Signature Over Printed name

Conforme: _____
Signature Over Printed name



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



Property Acquired through the City School Board

School: _____

Principal: _____

No.	Item/s	Date Acquires	Description	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Inspected by: _____
Signature Over Printed name

Conforme: _____
Signature Over Printed name



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



Property Acquired through Donation

School: _____

Principal: _____

No.	Item/s	Date Acquires	Description	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Inspected by: _____
Signature Over Printed name

Conforme: _____
Signature Over Printed name



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



Property Acquired through Solicitation/Sponsorship/Others

School: _____
Principal: _____

No.	Item/s	Date Acquires	Description	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Inspected by: _____
Signature Over Printed name

Conforme: _____
Signature Over Printed name



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



Academic Classrooms/Buildings

School: _____

Principal: _____

Date: _____

Grade Level	No. of Academic Classrooms with Comfort Room	No. of Academic Classrooms without Comfort Room	TOTAL	Remarks
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				

Submitted by: _____
Signature Over Printed name

Inspected by: _____
Signature Over Printed name



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



Academic Classrooms/Buildings

School: _____

Principal: _____

Date: _____

High School Level	No. of Academic Classrooms/Buildings	No. of Academic Classrooms/Buildings	TOTAL	Remarks
First Year				
Second Year				
Third Year				
Fourth Year				

Submitted by: _____
Signature Over Printed name

Inspected by: _____
Signature Over Printed name



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



Non - Academic Classrooms

School: _____

Principal: _____

Date: _____

Elementary Level	Non-Academic Classrooms/Buildings	Remarks	
		Functioning	Not Functioning
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			

Submitted by: _____
Signature Over Printed name

Inspected by: _____
Signature Over Printed name



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



Non - Academic Classrooms

School: _____
Principal: _____
Date: _____

High School Level	Non-Academic Classrooms/Buildings	Remarks	
		Functioning	Not Functioning
First Year			
Second Year			
Third Year			
Fourth Year			

Submitted by: _____
Signature Over Printed name

Inspected by: _____
Signature Over Printed name