



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



April 11, 2017

DIVISION MEMORANDUM

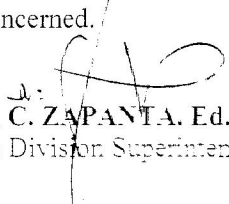
No. 282 s.2017

2017 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 2017 Division Annual Physical Checking and Inventory of Property/Equipment and Physical Facilities will be scheduled on April 20-21, 24-26 2017 (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, etc.
  - e. ICS( Inventory Custodian Slip ) for expandable items
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 losses 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. Michelle Sagaral	14. Julie Ann Kristie Redillas
5. Mr. Dionisio Ponte	15. Bernadito Taguisa –Science & Math Equipment
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	18. Mr. Lucio Epe
9. Retchel T. Sumampong	19. Jose Mariñas III ( ICT Equipment )
10. Paul Castro	
7. Please find attached forms.
8. For information, guidance and strict compliance of all concerned.

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



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
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April 11, 2017

**2017 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 20, 2017	<ul style="list-style-type: none"><li>CABAWAN ELEM.SCHOOL</li><li>TIPTP ELEM. SCHOOL</li><li>DAO ELEM.SCHOOL</li></ul>	<ul style="list-style-type: none"><li>SAN ISIDRO ELEM.SCHOOL</li><li>SAN ISIDRO HIGH SCHOOL</li></ul>
April 21, 2017	<ul style="list-style-type: none"><li>BOOY SOUTH ELEM.SCHOOL</li><li>COGON ELEM. SCHOOL</li></ul>	<ul style="list-style-type: none"><li>EASTERN COGON ELEM. SCHOOL</li><li>COGON NIGHT HIGH SCHOOL</li></ul>
April 24, 2017	<ul style="list-style-type: none"><li>MANGA ELEM.SCHOOL</li><li>MANGA NATIONAL HIGH SCHOOL</li></ul>	<ul style="list-style-type: none"><li>UBUJAN ELEM. SCHOOL</li><li>TALOTO ELEM. SCHOOL</li><li>BOOY ELEM SCHOOL</li></ul>
April 25, 2017	<ul style="list-style-type: none"><li>MANSASA ELEM. SCHOOL</li><li>MANSASA HIGH SCHOOL</li><li>BOOL ELEM. SCHOOL</li></ul>	<ul style="list-style-type: none"><li>DAMPAS ELEM. SCHOOL</li><li>TAGB.CITY SCIENCE HIGH SCHOOL</li><li>CITY EAST ELEM.SCHOOL</li></ul>
April 26, 2017	<ul style="list-style-type: none"><li>TAGB, CITY SPED/SECONDARY</li><li>TAGB.CITY CENTRAL ELEM.SCHOOL</li></ul>	<ul style="list-style-type: none"><li>DCPNHS</li><li>DIVISION LIBRARY HUB</li></ul>

Prepared by:

**MARIFE C. RALLOS**

Administrative Officer IV- Cash & Property

NOTED:

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



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No. \_\_\_\_\_s.2017

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School Heads, Public Elementary and Secondary Schools  
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6. Magnolia D. Pancho	16. Marilou Bedrijo- Issuance of O.R.
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7. Please find attached forms.
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April 11, 2017

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**A.M-8:00-12:00**

**P.M-1:00-5:00**

<b>DATE</b>	<b>A.M.</b>	<b>P.M.</b>
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Prepared by:

**MARIFE C. RALLOS**

Administrative Officer IV- Cash & Property

NOTED:

**VIRGINIA C. ZAPANTA, Ed.,D,CESO V**

Schools Division Superintendent

<b>PHYSICAL FACILITIES INVENTORY SCHOOL FURNITURES/ ELEMENTARY &amp; HIGH SCHOOL</b>	
<b>ELEMENTARY</b>	
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
<b>HIGH SCHOOL</b>	
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

<b>BOOKS</b>	
<b>ELEMENTARY</b>	
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
<b>HIGH SCHOOL</b>	
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

<b>FUNDS</b>	
April 20, 2016	Michelle Sagaral, Rosalie Tambis, Ananias Sumaylo
April 21, 2016	Michelle Sagaral, Rosalie Tambis, Julie Redillas
April 24, 2016	Michelle Sagaral, Rosalie Tambis, Julie Redillas
April 25, 2016	Michelle Sagaral, Rosalie Tambis, Ananias Sumaylo
April 26, 2016	Michelle Sagaral, Rosalie Tambis, Julie Redillas



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### SCHOOL FURNITURES

School: \_\_\_\_\_

Principal: \_\_\_\_\_

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

Inspected by: \_\_\_\_\_  
Signature Over Printed name

Conforme: \_\_\_\_\_  
Signature Over Printed name



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**SCHOOL FURNITURES**

School: \_\_\_\_\_  
 Principal: \_\_\_\_\_

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

Inspected by: \_\_\_\_\_  
 Signature Over Printed name

Conforme: \_\_\_\_\_  
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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



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**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

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**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



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**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

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Signature Over Printed name



DEPARTMENT OF EDUCATION  
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**Academic Classrooms/Buildings**

School: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

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

Submitted by: \_\_\_\_\_  
Signature Over Printed name

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## 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



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## 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

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### **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