



March 19, 2019

DIVISION MEMORANDUM

No. 171 s.2019

2019 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 2019 Division Annual Physical Checking and Inventory of Property/Equipment and Physical Facilities will be scheduled on April 05, 08 10-12, 2019 (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 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. Michelle Sagaral	14. Julie Ann Kristie Redillas
5. Neolita Sarabia (LMs & Science &Equipment)	15. Bernadito Taguisa
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.


NERI C. OJASTRO,ED.D.,CESE
OIC- OSDS



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



March 19, 2019

2019 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 05, 2018	<ul style="list-style-type: none"> • CABAWAN ELEM.SCHOOL • TIPTP ELEM. SCHOOL • DAO ELEM.SCHOOL 	<ul style="list-style-type: none"> • SAN ISIDRO ELEM.SCHOOL • SAN ISIDRO HIGH SCHOOL
April 08, 2018	<ul style="list-style-type: none"> • BOOY SOUTH ELEM.SCHOOL • COGON ELEM. SCHOOL 	<ul style="list-style-type: none"> • EASTERN COGON ELEM. SCHOOL • COGON NIGHT HIGH SCHOOL
April 10, 2018	<ul style="list-style-type: none"> • MANGA ELEM.SCHOOL • MANGA NATIONAL HIGH SCHOOL 	<ul style="list-style-type: none"> • UBUJAN ELEM. SCHOOL • TALOTO ELEM. SCHOOL • BOOY ELEM SCHOOL
April 11, 2018	<ul style="list-style-type: none"> • MANSASA ELEM. SCHOOL • MANSASA HIGH SCHOOL • BOOL ELEM. SCHOOL 	<ul style="list-style-type: none"> • DAMPAS ELEM. SCHOOL • TAGB.CITY SCIENCE HIGH SCHOOL • CITY EAST ELEM.SCHOOL
April 12, 2018	<ul style="list-style-type: none"> • TAGB, CITY SPED/SECONDARY • TAGB.CITY CENTRAL ELEM.SCHOOL 	<ul style="list-style-type: none"> • DCPNHS • DIVISION LIBRARY HUB

Prepared by:


MARIFE C. RALLOS
 Administrative Officer IV- Cash & Property

NOTED:


NERI C. OJASTRO,ED.D., CESE
 Schools Division Superintendent

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

BOOKS	
ELEMENTARY	
Grade 1	Mr. Lucio Epe
Grade 2	Ms. Neolita Sarabia
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. Bernadito Taguisa
Second Year	Magnolia Pancho, Engelbert Requillo
Third Year	Retchel T. Sumampong, Eric Dos Pueblos
Fourth Year	Eubert Karaan, Paul Castro

FUNDS	
April 05, 2016	Michelle Sagarl, Rosalie Tambis, Ananias Sumaylo
April 08, 2016	Michelle Sagarl, Rosalie Tambis, Julie Redillas
April 10, 2016	Michelle Sagarl, Rosalie Tambis, Julie Redillas
April 11, 2016	Michelle Sagarl, Rosalie Tambis, Ananias Sumaylo
April 12, 2016	Michelle Sagarl, Rosalie Tambis, Julie Redillas



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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



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SCHOOL FURNITURES

School: _____
 Principal: _____

(HIGH SCHOOL LEVEL)						
FURNITURES	QUANTITY					TOTAL
	Grade 7	Grade 8	Grade 9	Grade10		
• DESKS						
• ARM CHAIRS						
• CHAIRS						
• CABINETS						
• APARADOR						
• OTHERS						
1. _____ —						
2. _____ —						
3. _____ —						

Inspected by: _____
 Signature Over Printed name

Conforme: _____
 Signature Over Printed name



SCHOOL FURNITURES

School: _____
 Principal: _____

(SENIOR HIGH SCHOOL)						
FURNITURES	QUANTITY					
	Grade 11	Grade 12				
• 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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Date: _____
Grade Level: _____
Teacher: _____
School: _____

No.	Book Title	Cost	Deliveries	On hand	Overage/shortage	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
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TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran



Property Acquired through the City School Board

School: _____

Principal: _____

No.	Item/s	Date Acquired	Accountable Officer	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
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Property Acquired through Donation

School: _____
Principal: _____

No.	Item/s	Date Acquired	Description (ex. SN# etc)	Accountable Officer
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 Acquired	Description	Accountable Officer
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
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Academic Classrooms/Buildings

School: _____
Principal: _____
Date: _____

Grade Level	Academic Classroom/s	Non- Academic Classrooms	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



Academic Classrooms/Buildings

School: _____
Principal: _____
Date: _____

High School Level	Academic Classroom/s /Buildings	Non-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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School: _____
 Principal: _____
 Date: _____

Summary of ICS (Inventory Custodian Slip) Issued

#	Date	Item	SN#	Cost	Accountable Officer

Reminders:

- 1. Please be present at the time of the annual inspection/ inventory
- 2. Indicate the serial number of the property
- 3. **ALL FORMS MUST BE FILLED UP**