



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

Office of the Schools Division  
Superintendent

**MEMORANDUM**

No. 079 2020

**TO** : ALL Principals/Public Secondary & Elementary School Heads  
School Property Custodian and  
All Concerned Officials

**FROM** : JOSEPH IRWIN A. LAGURA, PhD  
Schools Division Superintendent  
Office of the Schools Division Superintendent

**SUBJECT** : SUBMISSION OF INVENTORY REPORTS OF ALL PROPERTY

**DATE** : March 6, 2020

In keeping with our mandate and in order to have a smooth and effective flow of our Records and Property Accounting, you are required to submit all the copies of the Delivery Receipts, Inspection and Acceptance Report to the Supply Unit of this office immediately.

Please furnish all documents ( IAR, DR, ), of all items, books and other accountable properties received from National, Regional and Local agencies, with description and serial number, as prescribed in form Appendix 59 and Appendix 63.

A narrative report on the results and findings of the inventory must also be submitted to the said office for proper information and guidance.

For immediate compliance.



Cash & Supply Section

Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

Email Address: marife.rallos@deped.gov.ph/tagbilarancity.division@deped.gov.ph