



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

Office of the Schools Division
 Superintendent

TO : **EDUCATION PROGRAM SUPERVISOR AND AREA CONSULTANTS
 SCHOOL HEADS - ELEMENTARY, SECONDARY AND SENIOR HIGH
 SCHOOL TEACHER PROPERTY CUSTODIAN**
MARIFE C. RALLOS **ROSALIE P. TAMBIS**
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MARGARITA TEJANO **MARILOU BEDRIJO**
ERIC DOS PUEBLOS **JOSEFINA B. TAYAG**

FROM : **JOSEPH IRWIN A. LAGURA, Ph.D**

SUBJECT : **2020 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF
 SCHOOL PROPERTY AND CHECKING OF FINANCIAL REPORTS OF
 SCHOOL AND OTHER SCHOOL FUNDS**

DATE : **MAY 19, 2020**

1. The 2020 Division Annual Physical Checking and Inventory of School Property and Checking of Financial Reports of School and Other School Funds will be scheduled on **June 8, 2020 to June 15, 2020 as follows:**

DATE	A.M.	P.M.
June 08, 2020	<ul style="list-style-type: none"> • Cabawan ES • Tiptip ES • Dao ES 	<ul style="list-style-type: none"> • San Isidro ES • San Isidri NHS
June 09, 2020	<ul style="list-style-type: none"> • Booy South ES • Cogon ES 	<ul style="list-style-type: none"> • Eastern Cogon ES • Cogon Night HS
June 10, 2020	<ul style="list-style-type: none"> • Manga ES • Manga National High School 	<ul style="list-style-type: none"> • Ubujan ES • Taloto ES • Booy ES
June 11, 2020	<ul style="list-style-type: none"> • Mansasa ES • Mansasa HS • Bool ES 	<ul style="list-style-type: none"> • Dampas ES • Tagbilaran City Science HS • City East ES
June 15, 2020	<ul style="list-style-type: none"> • Tagb. City SPED/Secondary • Tagbilaran City Central ES 	<ul style="list-style-type: none"> • DCPNHS • Division Library Hub

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 DR, IAR, AND OTHER PROOF OF OWNERSHIP (COMPILED IN A FOLDER WITH THE NAME OF THE SCHOOL)** for properties acquired through
 - a. National Property - IMCS-LM's (DR, IAR)





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- b. City School Board (DR)
 - c. Donation, Solicitation, Sponsorship, Adopt-A School Program (*Deed of Donation, etc.*)
 - d. Academic Classroom/Building
 - e. Non-Academic Classroom/Building
 - f. School Furniture's (desk, armchairs, tables, chairs, cabinets etc.)
 - g. Science and Math Equipment (DR, IAR)
 - h. Information and Communication Technology Equipment (ICT equipment) -(DR, IAR)
3. Semi- Expendable Items will also be checked and validated.
 4. All books of accounts will be looked into by the **ACCOUNTING TEAM** for fund such as
 - a. School Canteen
 - b. School Paper
 - c. Student Body Organization
 - d. YECS, STEP, SSG/ SPG other funds maintained by school.
 5. All books in the elementary **WILL BE CHECKED BY LEVEL AND NOT BY CLASSROOM OR ADVISER.**
 6. **ATTENDANCE OF ALL CONCERNED IS REQUIRED TO AVOID POSTPONEMENT, WAITING AND MISTRUST.**
 7. For information, guidance and strict compliance of all concerned.

JIAL/CASH&SUPPLY/MCR



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