



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

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM

MLA-2022-Cash & Supply 122

To : **EDUCATION PROGRAM SUPERVISOR / AREA CONSULTANTS  
SCHOOL HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
ADMINISTRATIVE OFFICER II/SCHOOL PROPERTY CUSTODIANS**

From : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

RE : **2022 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL  
PROPERTY**

Date : **JULY 04, 2022**

1. The 2022 Division Annual Physical Checking and Inventory of Property/Equipment and Physical Facilities will be scheduled on July 11-August 15, 2022 (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.

- |                               |                                      |
|-------------------------------|--------------------------------------|
| 1. Marife C. Rallos           | 8. Angeli Faith Pascual              |
| 2. Engr. Junicel Mancha       | 9. Japhet Revereal ( DCPNHS)         |
| 3. Michelle Sagaral           | 10. Josefina B. Tayag                |
| 4. Rosalie Tambis             | 11. Fairy Ann Babaison               |
| 5. Julie Ann Kristie Redillas | 12. Margarita Tejano                 |
| 6. Marilou Bedrijo            | 13. Jose Mariñas III (ICT Equipment) |
| 7. Aldrin Pajo                | 14. Stephen Bendijo                  |

JIAL/CASH&SUPPLY/MCR

**Address:** Dampas District, Tagbilaran City, Bohol **Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147 **Email Address:** tagbilarancity.division@deped.gov.ph





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- |                             |                       |
|-----------------------------|-----------------------|
| 15. Atty. Katrina B. Hora   | 19. Bernadito Taguisa |
| 16. Christian John Capon    | 20. Ruben Lorejo      |
| 17. Jerelyn Tumabang        | 21. Neolita Sarabia   |
| 18. Felisa Deligencia       | 22. Simon Bob Rios    |
| 19. Ananias Sumaylo (TCCES) |                       |

7. For information, guidance and strict compliance of all concerned.

**2022 SCHEDULE OF ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL PROPERTY**

**8:00A.M-5:00 P.M**

DATE	NAME OF SCHOOL
July 11, 2022	Tagbilaran City Science High School
July 12, 2022	City East Elementary School
July 13, 2022	Tagbilaran City Central Elementary School Tagbilaran City SPED
July 14, 2022	Taloto Elementary School
July 15, 2022	Dao Elementary School
July 18, 2022	Cogon Elementary School
July 19, 2022	Tiptip Elementary School
July 20, 2022	Dampas Elementary School
July 21, 2022	Ubujan Elementary School
July 25, 2022	San Isidro Elementary School
July 26, 2022	Booy Elementary School
July 27, 2022	Manga Elementary School
July 28, 2022	Mansasa Elementary School
July 29, 2022	Eastern Cogon Elementary School
August 01, 2022	Booy South Elementary School
August 02, 2022	Bool Elementary School
August 03, 2022	San Isidro National High School
August 04, 2022	Cabawan Elementary School
August 05, 2022	DCPNHS Tagbilaran City Hearing Impaired
August 8, 2022	Manga National High School
August 9, 2022	Mansasa National High School
August 10, 2022	Cogon Nigh High School Evening Class
August 11, 2022	Division Library Hub

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