



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-2023-Supply 107

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

From : **WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

RE : **2023 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL  
PROPERTY**

Date : **JUNE 13, 2023**

1. The 2023 Division Annual Physical Checking and Inventory of Property/Equipment and Physical Facilities will be scheduled on July 17-August 17, 2023 (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. NEW SUPPLY FORMS ARE TO BE USED FOR SEMI-EXPENDABLE PROPERTY IN ACCORDANCE WITH REPUBLIC ACT NO. 11639 RELATIVE TO THE INCREASE IN THE CAITALIZATION THRESHOLD FROM PHP 15,000.00 TO PHP 50,000.00.
3. Validation of existing data on these inventories will be accounted for. 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. **THE ATTENDANCE OF ALL CONCERNED PERSONNEL IS REQUIRED DURING THE PHYSICAL CHECKING.**
6. The following are the Members of the Physical Checking Team.
  1. Marife C. Rallos
  2. Engr. Junicel Mancha (Buildings)
  3. Michelle Sagaral(MOOE &Other Funds)
  4. Rosalie Tambis (MOOE)
  5. Julie Ann Kristie Redillas (MOOE)
  6. Marilou Bedrijo (MOOE)
  12. Angeli Faith Pascual (MOOE)
  13. Japhet Revereal (DCPNHS)
  14. Gina E. Gamao (collection of lost items)
  15. Ivy Joy Barbante (Supply)
  16. Margarita Tejano (Assist Div. Cashier)
  17. Jose Mariñas III (ICT Equipment)



**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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7. Emily L. Acabo (librarian)
8. Christian John Capon
9. Retchel B. Sumampong
10. Felisa Deligencia
11. Ananias Sumaylo (TCCES)
18. Jonathan Sarabia
19. Ruben Lorejo (SPED, Dampas)
20. Neolita Sarabia (LRMDS)
21. Simon Bob Rios
22. Aldrin Pajo

7. **All traveling expenses related to the said activity in the absence of DepEd vehicle shall be chargeable to Division MOOE.**

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

**2023 SCHEDULE OF ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL PROPERTY**

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

<b>DATE</b>	<b>NAME OF SCHOOL</b>
July 17, 2023	Tagbilaran City Central Elementary School
July 17, 2023	Tagbilaran City SPED Center Elementary School
July 18, 2023	San Isidro High School
July 19, 2023 am	Cabawan Elementary School
July 19, 2023 pm	San Isidro Elementary School
July 20, 2023	Ubujan Elementary School
July 21, 2023	Dampas Elementary School
July 24, 2023	Cogon Elementary School
July 25, 2023	Tagbilaran City Science High School
July 26, 2023	City East Elementary School
July 27, 2023	Tiptip Elementary School
July 28, 2023	DCPNHS
July 31, 2023	Manga National High School
August 2, 2023	Mansasa National High School
August 3, 2023	Cogon High School Evening Class
August 4, 2023	Taloto Elementary School
August 7, 2023	Bool Elementary School
August 8, 2023	Eastern Cogon Elementary School
August 9, 2023	Dao Elementary School
August 10, 2023	Booy South Elementary School
August 11, 2023	Manga Elementary School
August 14, 2023	Booy Main Elementary School
August 15, 2023	Tagbilaran City Hearing Impaired
August 16, 2023	Mansasa Elementary School
August 17, 2023	Library Hub

JIAL/CASH&SUPPLY/MCR



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