

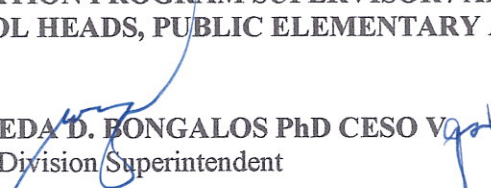


Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools
Division Superintendent**

DIVISION MEMORANDUM
MLA-2024-Supply 085

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

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

RE : **2024 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL
PROPERTIES**

Date : **JUNE 06, 2024**

1. The 2024 Division Annual Physical Checking and Inventory of Property/Equipment and Physical Facilities will be scheduled on July 17-August 04, 2024 (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 CAPITALIZATION 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 losses incurred.
5. **THE ATTENDANCE OF ALL CONCERNED PERSONNEL IS REQUIRED DURING THE PHYSICAL CHECKING.**
6. **CATERING/PROVIDING FOOD TO THOSE WHO DO THE INVENTORY IS HIGHLY DISCOURAGED.**
7. **ALL NEEDED DOCUMENTS/PROPERTY SHOULD BE READILY AVAILABLE TO MAXIMIZE OUR TIME.**



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8. Criteria to identify the Inventory Management of a school are the following:

CRITERIA OF AN EFFICIENT INVENTORY MANAGEMENT		
1. Organized and orderly arrangement of items to be inventoried		25%
a. Disarranged, cluttered, disorderly	0%	
b. Disarranged, visibility of items and can be counted	5%	
c. Arranged, visibility of items and can be counted	10%	
d. Arranged and orderly, visibility of items, can be counted and with property tag	25%	
2. Proper Inventory Tagging		5%
3. Categorization of inventoriable items (ICT, SME, Books/Modules, Medical, Sports etc.)		10%
4. Give importance to storage management		10%
a. With or without storage area, properly identified and kept	10%	
b. With or without storage area, arranged, but not properly identified	5%	
c. With or without storage area, unarranged, messy	0%	
5. Proper Disposal of items		5%
6. Preparation of Inventory Reports		30%
a. Complete and at the proper time of submission	30%	
b. Complete but late submission	20%	
c. Incomplete but on time submission	15%	
d. Incomplete and late submission	10%	
7. Preparation of Accountability Cards		15%
TOTAL		100%

CRITERIA FOR EFFECTIVE FINANCIAL MANAGEMENT OF OTHER SCHOOL FUNDS		
1. Transparency and Accountability:		35%
Financial records should be accurately maintained and READILY ACCESSIBLE for auditing purposes, demonstrating accountability in the handling of funds.		
a. Financial records are disarranged and not properly recorded	0%	
b. Financial records are properly arranged and recorded with the use of the cash/check voucher form, but not accessible during audit.	10%	
c. Financial records are accurately maintained and readily accessible for auditing purposes, demonstrating accountability in the handling of funds.	35%	



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2. Proper Handling of Funds:		35%
It should be properly handled to avoid shortage/overage of funds.		
a. Cash shortage/overage, unliquidated cash advances and old sets of officers as signatories of bank account.	0%	
b. Cash is intact, zero unliquidated cash advances and old of set officers as signatories of the bank account.	20%	
c. Cash is intact, zero unliquidated cash advances and current set officers as signatories of the bank account.	35%	
3. Internal Control:		30%
Adequate internal controls should be implemented to safeguard against fraud, misappropriation, or misuse of funds.		
d. Approved resolution attached to the Check/Cash Voucher for the disbursement intended for the program and projects	10%	
e. Usage of Cash/Check Voucher Form to avoid unauthorized disbursement of funds.	10%	
f. On-time submission of financial reports to the School Head every month and to the Division Office Finance Section and SGOD every quarter and every end of the school year.	10%	
TOTAL		100%

9. The following are the Members of the Physical Checking Team.

- | | |
|--------------------------------------|--|
| 1. Marife C. Rallos | 12. Angeli Faith Pascual (MOOE) |
| 2. Engr. Junicel Mancha (Buildings) | 13. Japhet Revereal |
| 3. Engr. Louennie Indanao | 14. Gina E. Gamao (collection of lost items) |
| 4. Rosalie Tambis (MOOE) | 15. Ivy Joy Barbante (Supply) |
| 5. Julie Ann Kristie Redillas (MOOE) | 16. Margarita Tejano (Assist Div. Cashier) |
| 6. Marilou Bedrijo (MOOE) | 17. Jose Mariñas III (ICT Equipment) |
| 7. Emily L. Acabo (librarian) | 18. Retchel B. Sumampong |
| 8. Neolita Sarabia (LRMDS) | 19. Felisa Deligencia |
| 9. Ananias Sumaylo | 20. Simon Rios |
| 10. Aldrin Pajo | 21. Jerelyn Tumabang |
| 11. Chrysostom Dalumbar | |

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

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



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2024 SCHEDULE OF ANNUAL PHYSICAL CHECKING AND INVENTORY OF SCHOOL PROPERTY

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

	DATE	NAME OF SCHOOL
1.	July 8, 2024 AM	Tagbilaran City Central Elementary School
2.	July 8, 2024 AM	Tagbilaran City SPED Center Elementary School
3.	July 8, 2024 PM	San Isidro National High School
4.	July 8, 2024 PM	San Isidro Elementary School
5.	July 9, 2024 AM	Cabawan Elementary School
6.	July 9, 2024 AM	City of Tagbilaran National High School
7.	July 9, 2024 PM	DCPNHS Senior High School
8.	July 9, 2024 PM	Tiptip Elementary School
9.	July 10, 2024 AM	City East Elementary School
10.	July 10, 2024 AM	Tagbilaran City Science High School
11.	July 10, 2024 PM	Mansasa National High School
12.	July 10, 2024 PM	Mansasa Elementary School
13.	July 11, 2024 AM	Manga National High School
14.	July 11, 2024 AM	Manga Elementary School
15.	July 11, 2024 PM	Ubujan Elementary School
16.	July 11, 2024 PM	Taloto Elementary School
17.	July 12, 2024 AM	Dao Elementary School
18.	July 12, 2024 AM	Dampas Elementary School
19.	July 12, 2024 PM	DCPNHS Junior High School
20.	July 12, 2024 PM	Tagbilaran City Hearing Impaired
21.	July 12, 2024 PM	Library Hub
22.	July 15, 2024 AM	Cogon Elementary School
23.	July 15, 2024 AM	Eastern Cogon Elementary School
24.	July 15, 2024 PM	Booy Main Elementary School
25.	July 15, 2024 PM	Booy South Elementary School
26.	July 16, 2024 AM	Bool Elementary School
27.	July 16, 2024 AM	Cogon High School Evening Class
28.	July 16, 2024 AM	Alternative Learning System

JIAL/CASH&SUPPLY/MCR



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