



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

**Office of the Schools Division
Superintendent**

April 30, 2025

DIVISION MEMORANDUM
OSDS-2025 094

To: Administrative Officer II / Public Schools' Property Custodians
Education Program Supervisor / Area Consultants
Public Elementary and Secondary School Heads
Division Inventory Committee Members
All Others Concerned

**2025 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF PUBLIC
SCHOOLS' PROPERTIES, SEMI-EXPENDABLE ITEMS, PHYSICAL FACILITIES AND
OTHER INSTRUCTIONAL MATERIALS INCLUDING THE ONE-TIME CLEANSING OF
PPE ACCOUNT BALANCES**

1. Pursuant to existing DepEd and COA regulations, all government agencies must conduct regular physical inventory and ensure accuracy and accountability in recording Property, Plant, and Equipment (PPE), Semi-Expendable (SE) Items and other Instructional Materials and in compliance with the COA Circular No. 2020-006 and the Department of Education's policies on property accountability and inventory management, this office hereby announces the conduct of the 2025 Division Annual Physical Checking and Inventory of Public Schools' Property, Plant and Equipment and Equipment (PPE), Semi-Expendable (SE) items, physical facilities and other instructional materials including the one-time cleansing of PPE account balances on May 19 – June 6, 2025. *(Please refer to the enclosure for the schedule per school)*

2. This activity is aimed at the following objectives: a) conduct a physical count and inspection of all properties, plants, and equipment (PPE), Semi-Expendable (SE) Equipment, physical facilities and other instructional materials; b) reconcile actual inventories with the recorded Registry of PPE; c) implement the one-time cleansing by identifying and correcting discrepancies between the physical count and existing records; d.) facilitate the proper documentation of unserviceable properties for disposal or reclassification; e.) strengthen property custodianship and accountability practices.

3. The Division Inventory Team, in coordination with school property custodians, shall visit all schools to conduct the physical checking and assist in the one-time cleansing process. All schools are directed to prepare one copy from the shared file via google drive and make available the following **updated documents** for inspection in accordance with RA No. 11639:

- Appendix 69 – Property Cards
- Annex A.1 – Semi-Expendable Property Cards



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>

- Annex A.4 – Registry of Semi-Expendable Property Issued
- Annex A.8 – Report on the Physical Count of Semi-Expendable Property (RPCSP)
- Appendix 73 – Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
- Annex A – Inventory Count Forms (ICF)
- Annex B – List of PPEs Found at Station
- Annex C – List of Non-Existing or Missing PPEs
- Other related property records

4. Validation of existing data on the inventories mentioned above will be accounted for. Likewise, all books of accounts will be looked into by the team for funds such as the School Canteen, School Paper, School Parents-Teacher Association (**SPTA**) and Student Body Organization such as **YECS, STEP, SSG/SPG** and other funds of different clubs in the school.

5. The Division Inventory Committee shall be responsible for the following tasks:

Committee	Tasks
Chairperson / Supply & Property	Oversees the entire inventory process and ensures compliance with COA and DBM guidelines
ICT, LR, and Physical Facilities Members	Conduct category-specific inventory, ensure accuracy, and validate records
Supply/Property & Accounting Members	Consolidate and reconcile data, analyze discrepancies, and prepare reports for submission

6. The following are the Members of the Physical Checking Team:

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|---|--|
| • Japhet A. Reveal – Property/Supply | • Michelle T. Sagaral – Accounting |
| • Karen Y. Gumba – Property/Supply | • Marife C. Rallos – Budget |
| • Jose Andrew U. Salise – Property/Supply | • Gina E. Gamao – Cashier/collection of lost items |
| • Ananias J. Sumaylo – Property/Supply/MOOE | • Felisa Deligencia – MOOE |
| • Engr. Jose C. Mariñas III – ICT/DCP Equipment | • Rosalie A. Tambis – MOOE |
| • Dr. Neolita S. Sarabia – LR | • Marilou Bedrijo – MOOE |
| • Cherry Michelle Collyer – SMEs | • Angeli Faith Pascual – MOOE |
| • Simon Rios – LR | • Jerelyn Tumabang – MOOE |
| • Emily L. Acabo – LR | • Kent Chadric Evasco – MOOE |
| • Engr. Louenie Indanao – School Buildings | • Ivy Joy Barbante – MOOE |
| • Engr. Junicel Mancha – School Physical Facilities | • Chrysostom Dalumbar – Assist Budget/MOOE |
| | • Margarita L. Tejano – Assist Cashier |
| | • Bernadito Taguisa – Driver |
| | • Rodrigo Amancio – Drive |

7. An Official Receipt will be issued by the cashier or through any authorized representative from the cash/finance section of losses incurred.

8. Catering/providing food to those who do the inventory is highly discouraged.

9. Teaching personnel who will be involved in this activity shall be entitled to Service Credits subject to the provisions of DepEd Order No. 53, s. 2003.
9. All travel expenses related to the said activity in the absence of DepEd vehicle shall be chargeable to Division MOOE.
10. All concerned personnel are directed to extend their full cooperation in this activity to ensure a successful and accurate physical checking of properties.
11. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMJr/JAR



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**SCHEDULE OF THE 2025 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY
OF PUBLIC SCHOOLS' PROPERTIES, SEMI-EXPENDABLE ITEMS, PHYSICAL
FACILITIES AND OTHER INSTRUCTIONAL MATERIALS AND THE ONE-TIME
CLEANSING OF PPE ACCOUNT BALANCES**

DATE	TIME	NAME OF SCHOOL
May 19, 2025	8:00 AM – 12:00 PM	Tagbilaran City SPED Center/ TCHSHI
	1:00 PM – 5:00 PM	Tagbilaran City Central Elementary School
May 20, 2025	8:00 AM – 12:00 PM	San Isidro National High School
	1:00 PM – 5:00 PM	San Isidro Elementary School
May 21, 2025	8:00 AM – 12:00 PM	Tiptip Elementary School
	1:00 PM – 5:00 PM	City of Tagbilaran National High School
May 22, 2025	8:00 AM – 12:00 PM	DCPNHS – Senior High School
	1:00 PM – 5:00 PM	Cabawan Elementary School
May 23, 2025	8:00 AM – 12:00 PM	City East Elementary School
	1:00 PM – 5:00 PM	Tagbilaran City Science High School
May 26, 2025	8:00 AM – 12:00 PM	Mansasa National High School
	1:00 PM – 5:00 PM	Mansasa Elementary School
May 27, 2025	8:00 AM – 12:00 PM	Manga National High School
	1:00 PM – 5:00 PM	Alternative Learning System Teachers/CLC
May 28, 2025	8:00 AM – 12:00 PM	Manga Elementary School
	1:00 PM – 5:00 PM	Ubujan Elementary School
May 29, 2025	8:00 AM – 12:00 PM	Taloto Elementary School
	1:00 PM – 5:00 PM	Taloto National High School
May 30, 2025	8:00 AM – 12:00 PM	Dao Elementary School
	1:00 PM – 5:00 PM	Dampas Elementary School
June 2, 2025	8:00 AM – 1:00 PM	DCPNHS – JHS
June 3, 2025	8:00 AM – 1:00 PM	Cogon Elementary School
June 4, 2025	8:00 AM – 12:00 PM	Cogon High National High School
	1:00 PM – 5:00 PM	Booy South Elementary School
June 5, 2025	8:00 AM – 12:00 PM	Eastern Cogon Elementary School
	1:00 PM – 5:00 PM	Booy Elementary School
June 6, 2025	8:00 AM – 12:00 PM	Bool Elementary School
	1:00 PM – 5:00 PM	Library Hub