



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

**Office of the Schools Division
Superintendent**

July 31, 2025

DIVISION MEMORANDUM
OSDS-2025 - 172

To: Administrative Officer II / Public Schools' Property Custodian Designates
Public Elementary and Secondary School Heads
Division Inventory Committee Members
All Others Concerned

**SUBMISSION OF DELIVERY DOCUMENTS FOR DCP, TEXTBOOKS, SLMS, TVL,
SCIENCE & MATH EQUIPMENT**

- Pursuant to the directive of the Commission on Audit (COA) during the recently conducted Entrance Conference, all schools are hereby instructed to submit scanned copies of delivery documents related to the following items that were directly delivered to your respective schools from 2023 to present:
 - DepEd Computerization Program (DCP)
 - Textbooks
 - Self-Learning Modules (SLMs)
 - Science and Mathematics Equipment
 - Technical-Vocational-Livelihood (TVL) Equipment
- The required documents include, but are not limited to:
 - Delivery Receipts (DR)
 - Inspection and Acceptance Reports (IAR)
 - Inventory Transfer Report (ITR)
 - Other supporting delivery or receiving documents
- All scanned documents for each delivery batch must be compiled into a single PDF file using the following format: Category-NameOfSchool-YearReceived. Example: *DCP-TalotoNHS-2023*. All files must be uploaded through this link: <https://tinyurl.com/SDOTagbPropertySupply>.
- Deadline for submission is on or before August 8, 2025. Late submissions may affect the compliance standing of your respective schools during audit reviews. This is to ensure complete documentation for audit compliance and property accountability. For inquiries or clarification, you may contact the Division Office - Property and Supply Section.
- Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent



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