



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



March 10, 2014

DIVISION MEMORANDUM

No. 138, s. 2014

**SCHEDULE OF PHYSICAL INVENTORY OF ALL NATIONAL SCHOOL
PROPERTIES FOR SY 2013-2014**

To: District Supervisors / OICs
Secondary School Heads
Property Custodians

1. The Supply Section Personnel of this Division will conduct the yearly Physical Inventory of all national school properties according to the schedule specified below:

April 21-25, 2014- TEAM A- Bantayan Island: Sta. Fe CES, Sta. Fe NHS, Kinatarean NHS, Hilantagan NHS. Bantayan I CES, Bantayan NHS, Bantayan II CES, Doong NHS, Patao NHS, Madridejos CES, Madridejos NHS, San Agustin NHS

TEAM B- Camotes Island: Pilar NHS, Pilar CES, Dapdap NHS, Lanao NHS, Don Filomeno Torres MNHS, Tudela CES, Puertobello NHS, Puertobello NHS- Ext Pob., Poro CES, Zosimo Fabroa MNHS, Luciano B. Rama MNHS, San Jose NHS, San Francisco CES, Camotes NHS, Santiago NHS, Consuelo NHS, Cabonga NHS, Lorenzo C. Tanza MNHS

A training of all school/district and secondary schools Property Custodians, together with their concerned school heads shall be held at the following schedules and venues to be conducted by the Supply Officer for Team A only:

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- April 21-22, 2014- Sta. Fe district at Sta. Fe CES (including secondary schools) and disposal of approved Unserviceable Properties
- April 23-24, 2014- Bantayan I & II at Bantayan Central School (including secondary schools) and disposal of approved Unserviceable Properties
- April 24-25, 2014- Madridejos district at Madridejos Central School (including secondary schools) and disposal of Unserviceable Properties

April 28-May 2, 2014- TEAM A- Cordova CES, Cordova NHS, Consolacion CES, Tayud NHS, Tugbongan NHS, Tolotolo NHS, Pulpogan NHS, Consolacion Day & Night NHS, Jugan NHS, Lanipga NHS, Garing NHS, Cabangahan NHS, Liloan CES, Liloan NHS, Arcelo MNHS (day & night), Lataban NHS, Compostela CES, Compostela NHS, Sapak NHS, Mulao NHS, Carmen CES, Carmen NHS (day & night), Cantumog NHS, Caurasan NHS

TEAM B- Lipata CES, Minglanilla II, Lipata Night HS, Tungkil NHS, Camp 7 NHS, Tulay NHS, Vito NHS, Tungkop NHS, Minglanilla Science HS, Tubod NHS, Guindaruhan NHS, Minglanilla I CES, San Fernando CES, Balungag NHS, San Fernando NHS, Sangat NHS, Balud NHS, Magsico NHS, Pitalo NHS, Tubod NHS, Greenhills NHS, Sibonga CES, Manatad NHS, Julian Enad NHS, Simala NHS, Sibonga NHS, Teodoro de la Vega MNHS, Manayan NHS

A training of all school/district and Secondary School Property Custodians together with their concerned School Heads shall be held at the following schedules and venues to be conducted by the Supply Officer for Team A only:

- April 28, 2014- Cordova district at Cordova CES (including secondary schools) and disposal of approved Unserviceable Properties
- April 29, 2014- Consolacion district at Consolacion CES (including secondary schools) and disposal of approved Unserviceable Properties

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April 30, 2014- Compostela district at Compostela CES (including secondary schools) and disposal of approved Unserviceable Properties

May 1, 2014- Liloan district at Liloan CES (including secondary schools) and disposal of approved Unserviceable Properties

May 2, 2014- Carmen district at Carmen CES (including secondary schools) and disposal of approved Unserviceable Properties

May 5-9, 2014- TEAM A- Catmon CES, Catmon NHS, Catmon Integ. HS, Ceferino Sususco MNHS, Tinabyunan NHS, Sogod CES, Calumboyan NHS, Cabalawan NHS, Liki NHS, Mohon NHS, Borbon CES, Mar & Dorie Darunday NHS, Bongdo NHS, Borbon NHS, Doña Milagros Osmeña MNHS, Tabunan NHS, Campusong NHS, Tabogon CES, Horacio Franco MNHS, Salag NHS, Kal-anan NHS, Doña Liling Neis Negapatan MNHS, Loreto Remedios MNHS, Daantabogon NHS, Don Esteban Nolasco MNHS

TEAM B- Argao II CES, Bulasa NHS, Argao I CES, Argao NHS, Calagasan NHS, Cansuje NHS, Mandilikit NHS, Talaga NHS, Colawin NHS, Usmad NHS

Dalaguete II CES, Cawayan NHS, Manlapay NHS, Casay NHS, Dalaguete I CES, Mantalongon NHS, Caleriohan NHS, Dalaguete NHS, Caliongan NHS, Alcoy NHS, Nug-as NHS, Boljoon CES, Boljoon NHS, Lunop NHS, El Pardo NHS, Oslob CES, Tan-awan NHS, Oslob NHS, Cañang NHS, Pungtod NHS, Santander CES, Lilly B. Wenceslao MNHS, Santander NHS

A training of school/ district and Secondary School Property Custodians and their concerned School Heads shall be at the following schedules and venues to be conducted by the Supply Officer for Team A only:

May 5, 2014- Catmon district at Catmon CES (including Secondary schools) and disposal of approved Unserviceable Properties

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- May 6, 2014- Sogod district at Sogod CES (including secondary schools) and disposal of approved Unserviceable Properties
- May 7, 2014- Borbon district at Borbon CES (including secondary schools) and disposal of approved Unserviceable Properties
- May 8-9, 2014- Tabogon district at Tabogon Central (including secondary schools) and disposal of approved Unserviceable Properties

May 12-16, 2014 - TEAM A- Daanbantayan I CES, Bateria NHS, Daanbantayan NHS, Malingin NHS, Tominjao NHS, Logon NHS, Bakhawan NHS, Calape NHS, SK Luis P. Cañete MNHS, Carnaza NHS, Paypay NHS, Taponon NHS, Maya NHS; Medellin CES. Gibitngil Integ. HS, Kawit NHS, Curva NHS, Medellin NHS, Almacen Torrevillas MNHS, Medellin National Science & Tech.

TEAM B- Samboan CES, Pedro B. Uy Calderon MNHS, Samboan NHS, Ginatilan CES, Palanas Integ. HS, Salamanca NHS, Guiwanon NHS, Malabuyoc CES, Sorsogon NHS, Cerdeña HS, Montañeza NHS, Alegria CES, Sta. Filomena NHS, Madridejos NHS, Montpellier NHS, Badian CES, Tubod NHS, Badian NHS, Moalboal CES, Bala NHS, Moalboal NHS, Busay NHS, Basdiot NHS, Alcantara CES, Alcantara NHS, Ronda CES, Ronda NHS, Langin NHS

A training of all school/district and Secondary School Property Custodians shall be held at the following schedules and venues to be conducted by the Supply Officer for Team A:

- May 12, 2014- Daanbantayan I & II district at Daanbantayan CES (including Secondary Schools) and disposal of approved Unserviceable Properties
- May 13, 2014- Medellin district at Medellin CES (including Secondary Schools) and disposal of approved Unserviceable Properties
- May 14, 2014- San Remigio I & II district at San Remigio CES (including Secondary Schools) and

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disposal of approved Unserviceable Properties

- May 15, 2014- Tabuelan district at Tabuelan CES (including Secondary Schools) and disposal of approved Unserviceable Properties
- May 16, 2014- Tuburan I district at Tuburan CES (including secondary schools) and disposal of approved Unserviceable Properties
- May 19-23, 2014- TEAM A- San Remigio I CES, Argawano Integ. NHS, San Remigio NHS, Libaong NHS, Luyang NHS, Dapdap NHS, Lambusan NHS, Jose Martinez NHS, Anapog Integ. NHS, Busoga Integ. NHS, Calambua Integ. NHS, Kinawahan Integ. NHS, Tombongon Integ. NHS, San Miguel NHS, Tabuelan CES, Juan Pamplona NHS, Mabunao NHS, Tuburan I CES, Kalangahan Integ. NHS, Tuburan NHS, Tuburan II CES, Colonia CES, Colonia NHS, Montealegre NHS, Putat NHS, Ireneo V. Diamante NHS, Kansil NHS, Astrias CES, Sta. Lucia NHS, Sta. Rita NHS, Looc Norte NHS, Manguiao NHS, Balamban I CES, Cabagdalan NHS, Buanoy NHS-evening, Nangka NHS, Lamesa NHS, Jose Chona Jo NHS, Milan-Cantuod NHS, Balamban II CES, Buanoy NHS, Gaas NHS, Ginatilan NHS, Pinamungajan I CES, Lamac NHS, Pinamungajan NHS (day & night), Lut-od NHS, Anopog NHS, Tajao CES (Pinamungajan II), Aloguinsan CES, Rosario NHS, Aloguinsan NHS, Angilan NHS, Malolos NHS
- TEAM B- Dumanjug I CES, Dumanjug NHS, Hipolito Boquecosa MNHS, Cogon NHS, Bitoon CES, Tubod-Duguan NHS, Bulak NHS, Barili I CES, Bartolome & Manuela Pañares MNHS, Mantalongon NHS, Federico & Soledad MNHS, Guibuangan NHS, Teotimo Abellana Sr. MNHS, Cagay NHS, Balao NHS, Giloctog NHS, Gibuangan CES- Barili II CES, Patupat NHS, Malolos NHS

A training for all school/district and Secondary School Property Custodians together with their concerned School Heads shall be at the following schedule and venues to be conducted by the Supply Officer, viz;

- May 19, 2013- Tuburan II district at Colonia Elem. School (including all secondary schools) and



	disposal of approved Unserviceable Properties
May 20, 2014-	Asturias district at Asturias CES (including all secondary schools) and disposal of Unserviceable Properties
May 21, 2014-	Balamban I & II district at Balamban CES (including secondary schools) and disposal of approved Unserviceable Properties
May 22, 2014-	Pinamungajan I & II district at Pinamungajan CES (including secondary schools) and disposal of approved Unserviceable Properties
May 23, 2014	Aloguisan district at Aloguisan CES (including secondary schools) and disposal of approved Unserviceable Properties

2. The teams are composed of the following Division Office personnel:

Team A: Patricio J. Gonzaga and Leonard Vincent Aranas

Team B: Miguel G. Monares and Camilo Q. Caballero

3. All Property Custodians, Central School Principals and District Supervisors and Secondary School Heads shall observe said dates/schedules and shall be at their respective stations during the conduct of the Inventory.

4. The program is subject to change and the team composition will be substituted if there are intervening schedules/targets of the Office that will affect the timetables.

5. Upon signing of the Teacher's Clearance, designated School Property Custodians shall strictly conduct physical count of all properties issued to them. All property losses shall be paid/settled in accordance with DepEd Order No. 35, s. 2003 dated April 4, 2003.

6. Property teachers are advised to prepare the Inventory Report (both national-municipal and national-insular) and only one (1) consolidated report using Appendix 39 shall be submitted to the inventory team and be made available strictly in the internet.

7. All Acknowledgement Receipt/Inventory Custodian Slips (ICS) shall be received every three (3) years, copy furnished the Division Supply Section, as contained in Paragraph 5 of Division Memorandum No. 58, s.2005. dated February 8, 2005.



8. All donated items shall be included in the inventory report based on the corresponding Acknowledgement Receipts and other pertinent documents.
9. All inventory reports shall be made available on the dates specified with sufficient copies including the report on the Inventory and Inspection Report of Unserviceable Properties using the General Form 12 in seven (7) copies for approval to the concerned authorities, if ever applicable. Copy of the Sales Report shall be furnished to the Supply Section together with the Official Receipts in triplicate copies.
10. Photocopies of the Inventory Custodian Slips of all reference/Supplementary Materials and other supplies issued to the district schools (for elementary) shall be submitted to this Office with the typewritten summary on top. Please be reminded that all reference/supplementary materials shall be equally issued based on the enrolment per subject area per grade level.
11. Any clarification/query shall be directed to the Supply Office, for appropriate action.
12. Immediate dissemination of this Memorandum is enjoined.



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