



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



March 11, 2015

**DIVISION MEMORANDUM**

No. 174, s. 2015

**SCHEDULE OF PHYSICAL INVENTORY OF ALL NATIONAL SCHOOL  
PROPERTIES FOR SY 2014-2015**

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 13-17, 2015- TEAM B- Bantayan Island: Sta. Fe CES, Sta. Fe NHS, Kinatarcan NHS, Hilantagan NHS, Bantayan I CES, Bantayan NHS, Bantayan Sci. High School, Bantayan II CES, Doong NHS, Hilotongan Integ. School, Oboob Integ. School, Sulangan Integ. School, Patao NHS, Madridejos CES, Madridejos NHS, San Agustin NHS, Bunakan Integ. School, Kodia Integ. School.

TEAM A- 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, Tulang Integ. School

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 B only:

April 13-14, 2015- Pilar CES (Pilar District) including secondary schools and disposal of approved unserviceable properties.

April 15-16, 2015- Tudela CES (Tudela District), Poro CES (Poro District) including secondary schools and disposal of approved unserviceable properties.

April 17, 2015- San Francisco CES (San Francisco District) including secondary schools and disposal of approved unserviceable properties.

April 20-24, 2015- TEAM B- 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 A- 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 20, 2015- Minglanilla I (for Minglanilla I & II) including secondary schools and disposal of approved unserviceable properties.

April 21, 2015- San Fernando District including secondary schools and disposal of approved unserviceable properties.

April 22, 2015- Sibonga District including secondary schools and disposal of approved unserviceable properties.

April 23, 2015- Argao I & II including secondary schools and disposal of approved unserviceable properties.

April 24, 2015- Dalaguete I & II including secondary schools and disposal of approved unserviceable properties.

April 27-30, 2015- TEAM A- Catmon CES, Catmon NHS, Catmon Integ. HS, Ceferino Sususco MNHS, Tinabyunan NHS, Sogod CES, Calumbuyan 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:

April 27, 2015- Alcoy and Boljoon (including secondary schools) and disposal of approved unserviceable properties.

April 28, 2015- Oslob and Santander Districts including secondary schools and disposal of approved unserviceable properties.

April 29, 2015- Samboan and Ginatilan Districts including secondary schools and disposal of approved unserviceable properties.

April 30, 2014- Malabuyoc and Alegrias (including secondary schools) and disposal of approved Unserviceable Properties

May 4-8, 201 - TEAM B- 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, Tampilan NHS, Maya NHS; Medellin CES, Gibitngil Integ. HS, Kawit NHS, Curva NHS, Medellin NHS, Almacen Torrevillas MNHS, Medellin National Science & Tech.

TEAM A- 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 4, 2015- Badian District (including Secondary Schools) and disposal of approved Unserviceable Properties

- May 5, 2015- Moalboal District (including Secondary Schools) and disposal of approved Unserviceable Properties
- May 6, 2015- Alcantara and Ronda Districts (including Secondary Schools) and disposal of approved Unserviceable Properties
- May 7, 2015- Dumanjug I (including Secondary Schools) and disposal of approved Unserviceable Properties
- May 8, 2015- Dumanjug II (including secondary schools) and disposal of approved Unserviceable Properties
- May 11-15, 2015- TEAM B- 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, Kansi 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 A- Dumanjug I CES, Dumanjug II (Bitoon CES) Dumanjug NHS, Hipolito Boquecosa MNHS, Cogon NHS, Bitoon CES, Tubod-Dugoan NHS, Bulak NHS, Barili I CES, Bartolome & Manuela Pañares MNHS, Mantalongon NHS, Federico & Soledad MNHS, Guibungan NHS, Teotimo Abellana Sr. MNHS, Cagay NHS, Balao NHS, Giloctog NHS, Gibuungan CES- Barili II CES, Patupat NHS, Malolos NHS

May 11, 2015-	Barili I District (including all secondary schools) and disposal of Unserviceable Properties
May 12, 2015-	Barili II District (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: Dante A. Seno 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. 25, 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.



**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

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