



March 21, 2018

DIVISION MEMORANDUM

No. 221 s, 2018

**SCHEDULE OF PHYSICAL INVENTORY OF ALL
NATIONAL SCHOOL PROPERTIES FOR SY 2017-2018 AND
COLLECTION OF THREE (3) HARDCOPIES INVENTORY
REPORTS (RPCI & PPE)**

TO: District Supervisors/DICs
Secondary School Heads
Property Custodians

1. The Supply Section Personnel of this Division will conduct the yearly Physical Inventory of all national school properties and collection of three (3) hardcopies and soft copy reporting based on the schedule specified below:

TEAM A

April 10-13, 2018 - Bantayan Island

- Sta. Fe Dist., Hilantagaan NHS, Kinatarcan NHS, Marikaban NHS, Sta. Fe NHS
- Bantayan I & II Dist., Bantayan NHS, Bantayan SNHS, Doong NHS, Hilotongan IS, Oboob IS, Mohon IS, Botigues IS, Patao NHS, Sulangan IS
- Madridejos Dist., Bunakan IS, Kodia IS, Madridejos NHS, San Agustin NHS

April 16-20, 2018 - Camotes Island

- Pilar Dist., Pilar NHS, Dapdap NHS, Don Filomeno Torres MNHS, Lanao NHS
- Tudela Dist., Puertobello NHS, Puertobello NHS Ext. Pob.

- Poro Dist., Zosimo Fabroa NHS, Luciano B. Rama NHS, San Jose NHS
- San Francisco Dist., Camotes NHS, Santiago NHS, Consuelo NHS, Cabonga NHS, Lorenzo C. Tanza MNHS, Tulang IS

April 23-27, 2018

- Cordova Dist., Cordova NHS
- Consolacion Dist., Tayud NHS, Tugbungan NHS, Tolotolo NHS, Pulpogan NHS, Consolacion NHS (day & night), Jugan NHS, Lanipga NHS, Garing NHS, Cabangahan NHS
- Liloan Dist., Liloan NHS, Arcelo MNHS (day & night), Calero IS, Don Bosco Ext., Lataban NHS
- Compostela Dist., Compostela NHS, Sapak NHS, Mulao NHS, Compostela SHS, Bagalinga NHS
- Carmen Dist., Carmen NHS (day & night), Cantumog NHS, Caurasan NHS

April 30, May 2-4, 2018

- Catmon Dist., Catmon NHS, Catmon IS, Ceferino Sususco MNHS, Tinabyonan NHS
- Sogod Dist., Calumbuyan NHS, Cabalawan NHS, Liki NHS, Mohon NHS
- Borbon Dist., Borbon NHS, Doña Milagros M. Osmeña MNHS, Tabunan NHS, Campusong NHS, Mar & Dorie Darunday MNHS, Bongdo NHS
- Tabogon Dist., Horacio Franco MNHS, Salag NHS, Kal-anan NHS, Doña Liling Neis Negapatan MNHS, Loreto Remedios MNHS, Daantabogon NHS, Don Esteban Nolasco MNHS, Ilihan IS

May 7-11, 2018

- Daanbantayan I & II Dist., Bateria NHS, Daanbantayan NHS, Malingin NHS, Tominjao NHS, Logon NHS, Bakhawan NHS, Calape NHS, S.K. Luis P. Cañete MNHS, Carnaza NHS, Paypay NHS, Tapon NHS, Maya NHS
- Medellin Dist., Gibitngil IS, Kawit NHS, Curva NHS, Medellin NHS, Almacen Torrevillas MNHS, Medellin National Sci. Tech.



- San Remigio I & II Dist., Argawanon IS, San Remigio NHS, Libaong NHS, Luyang NHS, Dapdap NHS, Lambusan NHS, Jose R. Martinez NHS, Anapog IS, Busogon IS, Calambua NHS, Kinawahan IS, Tambongon NHS, San Miguel NHS
- Tabuelan Dist., Juan Pamplona Mabunao NHS

May 14-18, 2018

- Tuburan I Dist., Kalangahan IS, Tuburan NHS
- Tuburan II Dist., Colonia NHS, Montealegre NHS, Putat NHS, Ireneo V. Diamante NHS, Kansi NHS
- Asturias Dist., Sta. Lucia NHS, Sta. Rita NHS, Looc Norte NHS, Manguiao NHS
- Balamban I & II Dist., Cabagdalan NHS, Nangka NHS, Lamesa NHS, Jose Chona Jo NHS, Milan Cantuod NHS, Liki IS, Buanoy NHS (day & night), Gaas NHS, Ginatilan NHS, Biasong NHS

TEAM B

April 10-13, 2018

- Minglanilla I & II Dist., Lipata Night HS, Tungkil NHS, Camp 7 NHS, Tulay NHS, Vito NHS, Tungkop NHS, Minglanilla Sci. HS, Tubod NHS, Guindaruhan NHS
- San Fernando Dist., Balungag NHS, San Fernando NHS, Sangat NHS, Balud NHS, Magsico NHS, Pitalo NHS, Tubod NHS, Greenhills NHS, Lantawan NHS
- Sibonga Dist., Manatad NHS, Julian Enad NHS, Simala NHS, Sibonga NHS, Teodoro dela Vega MNHS, Mangyan NHS

April 16-20, 2018

- Argao I & II Dist., Bulasa NHS, Argao NHS, Calagasan NHS, Cansuje NHS, Madilikit NHS, Talaga NHS, Colawin NHS, Usmad NHS
- Dalaguete I & II Dist., Cawayan NHS, Manlapay NHS, Casay NHS, Mantalongon NHS, Caleriohan NHS, Dalaguete NHS, Caliongan NHS
- Alcoy Dist., Alcoy NHS, Nug-as NHS
- Boljoon Dist., Boljoon NHS, Lunop NHS, El Pardo NHS

April 23-27, 2018

- Oslob Dist., Oslob NHS, Tan-awan NHS, Cañang NHS, Pungtod NHS, Cansaloay IS
- Santander Dist., Pungtod NHS, Willy B. Wenceslao NHS, Santander NHS



- Samboan Dist., Pedro B. Uy Calderon MNHS, San Sebastian NHS, Samboan NHS, Jumangpas IS, Bulangsuran IS

April 30, May 2-4, 2018

- Ginatilan Dist., Guiwanon NHS, Palanas IS, Salamanca NHS
- Malabuyoc Dist., Cerdeña NHS, Mahanlud NHS, Montañeza NHS, Sorsogon NHS
- Alegria Dist., Inghoy NHS, Madrudejos NHS, Montpellier NHS, Sta. Filomena NHS
- Badian Dist., Badian NHS, Tubod NHS

May 7-11, 2018

- Moalboal Dist., Bala NHS, Moalboal NHS, Busay NHS, Basdiot NHS
- Alcantara Dit., Alcantara NHS
- Ronda Dist., Ronda NHS, Langin NHS
- Dumanjug I & II Dist., Hipolito Boquecosa MNHS, Cogon NHS, Bitoon CES, Tubod-Dugoan NHS, Bulak NHS, Dumanjug NHS

May 14-18, 2018

- Barili I & II Dist., Bartolome & Manuela Pañares MNHS, Mantalongon NHS, Federico & Soledad MNHS, Guibugan NHS, Teotimo Abellana Sr. MNHS, Cagay NHS, Balao NHS, Giloctog NHS, Patupat NHS, Lamak NHS
- Pinamungajan I & II Dist., Lamac NHS, Pinamungajan (day & night), Lut-od NHS, Anapog NHS, Anislag NHS
- Aloguinsan Dist., Sto. Rosario NHS, Aloguinsan NHS, Angilan NHS, Malolos NHS

1. The Inventory Team is composed of the following Division Office personnel

TEAM A

PATRICIO J. GONZAGA

MARLO A. ALVARADO

TEAM B

CIPRIANO R. FLORES

LEONARD VINCENT D. ARANAS

DIOSDADO G. LERIO JR.

2. All Property Custodian (both Elem. & Secondary) Central School Principal, District Supervisors, Secondary School Heads shall observe said dates/schedules and shall be at their respective stations during the Conduct of Inventory.
3. 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.



4. Upon signing the teacher's clearance, designated School Property Custodians shall strictly conduct Physical Count of all properties issued to them. All property losses shall be resolved in accordance with DepEd Order 25, s. 2003, dated April 3, 2003.
5. Property teachers are advised to prepare the Inventory Report (both National – Municipal and National – Insular properties) and only one (1) consolidated report using Appendix 39 shall be submitted to the Inventory Team and be made available strictly to the internet. All forms which are based on Unified Accounting Code (UAC) both report on Physical Count of Inventory (RCPI like books, references) and Property, Plant and Equipment (PPE) indicating serial numbers, Inventory Report, shall be strictly adhered and submitted to the team during inventory period. All columns of the forms shall be strictly filled-up, including the date of assumption of the accountable person, the Public Schools Dist. Supervisors in the case of the Elem. Schools and Secondary School Heads in the case of Secondary Schools. For Inventory Report Forms just e-mail us at depedcebuprovsupplysec@gmail.com.
6. All Acknowledgement Receipts of Equipment (ARE) and Inventory Custodian Slips (ICS) for small tangible assets shall be renewed every three (3) years copy furnished the Div. Supply Section as contained in Paragraph I of Div. Memorandum No. 58, s. 2015, dated Feb. 8, 2005.
7. All donated items shall be included in the Inventory Report based on the corresponding Acknowledgement Receipt and other pertinent documents filed at district and school property custodians.
8. All inventory reports shall be strictly made available on the scheduled dates specified, with sufficient copies (4 copies) including the Report on Losses and the Inspection Report of Unserviceable Properties (using Gen. Form 12), whichever is applicable for approval to the concerned authorities. Copy of the Sales Report shall be completely furnished to the Supply Section together with the official receipts in triplicate copies.
9. Any clarification/ query shall be directed to the Supply Office for appropriate action and approval of the Superintendent.
10. Failure to submit report on the inventory dates specified will mean explanation to the office of the Schools Div. Superintendent.
11. Immediate dissemination of this Memorandum is enjoined.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent