Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Lahug, Cebu City

April 19, 2018

DIVISION MEMORANDUM
NO. 271 S. 2018

To: Assistant Schools Division Superintendent, SGOD Chief, CID Chief, Schools District Supervisors, School Principals and Property Custodians both Elementary and Secondary

DISTRICT INVENTORY REPORTS MUST HAVE ENCLOSURES ON SCHOOL INVENTORY OF PROPERTIES (BOTH RPCI & PPE)

1. It has come to the attention that inventory reports submitted by District did not include/ illustrate school inventory reports; school inventory report be included as enclosures.

2. Templates of the inventory shows inventory of properties/books by grade level and arranged by subject area. It is informed that all learner materials in each subject (K-12) must be included and quantities, unit cost and date received or acquired must be indicated. All losses and damaged books /LM's must be accounted at the remarks column.

3. Please indicate the number (quantity) of each title available in each school at column ON HAND PER COUNT. If you have a book of another title not among the list, kindly specify on the space provided for it and indicate the quantity as well.

4. This report is required in the Records Management Information System (RMIS) which is presently created and developed for implementation. This report is for email to depedcebuprovsupplysec@gmail.com **ASAP.** Also, each district/secondary schools must submit three (3) hard copies to the Supply Section.

5. Strict and immediate compliance is earnestly enjoined.

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

ESTER A. FUTALAN, Ed.D.
Assistant Schools Division Superintendent
Officer-in-Charge

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

_____
(Type of Inventory Item)

As at _____

Fund Cluster : _____

For which *(Name of Accountable Officer)*, *(Official Designation)*, *(Entity Name)* **is accountable, having assumed such accountability on** *(Da*

Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	Shortage/Overage		Remarks	
					(Quantity)	(Quantity)	Quantity	Value	Loss	Damage
	NEW GENERATION TEXTBOOKS									
	Date Received:									
	GRADE I									
ENGLISH 1										
	Fun in English I TX									
	Fun in English I TM									
	Let's Learn To Read TX									
	Let's Learn To Read TM									
	Bringing Up Young Boys and Girls 1TX									
	Bringing Up Young Boys and Girls 1 TM									
	Growing In English 1TX									
	Growing In English 1TM									
	Young Power In English -Reading									
	Open Roads To Comm. 1									
	Basic speech for You & Me I									
	Basic speech for You & Me I-new									
	Kit									
	Developing Reading Power I									
	English for All Times 1 TX-R									
	English for All Times 1TX-L									
	English for All Times 1TM									
	Pre-schools Resource Book									

	Pre-schools Resource Book									
	Distar Reading Kit 1									
	English Expressways 1 TX									
	English Expressways 1TX-new									
	English Expressways 1TM									
	English Expressways 1TX-new									
Note: Pls. add books										
not found in the list										