

March 19, 2019

DIVISION MEMORANDUM

No. 170 s, 2019

**SCHEDULE OF PHYSICAL INVENTORY OF ALL
NATIONAL SCHOOL PROPERTIES FOR SY 2018-2019 AND
COLLECTION OF INVENTORY REPORTS (RPCPPE, RPCI)**

TO: District Supervisors/OICs
Secondary School Heads
Property Custodians

The Supply Section Personnel of this Division will conduct the yearly Physical Inventory of all national school properties and collection of Inventory Reports based on the schedule specified below:

TEAM A

April 8 & 10-12, 2019 - Bantayan Island

- Sta. Fe District, Sta. Fe NHS, Hilantagaan NHS, Kinatarcan NHS
- Bantayan I District, Bantayan NHS, Bantayan Science HS, Doong NHS
- Bantayan II District, Patao NHS
- Madridejos District, Madridejos NHS, San Agustin NHS

April 15-17, 2019 - Camotes Island

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

April 22-26, 2019

- Cordova District, Cordova NHS
- Consolacion District, Consolacion NHS(Day&Night), Tayud NHS, Tugbongan NHS, Tolotolo NHS, Pulpogan NHS, Jugan NHS, Lanipga NHS, Garing NHS, Cabangahan NHS, Nangka NHS
- Liloan District, Liloan NHS, Liloan NHS-Don Bosco Ext., Arcelo MNHS(Day&Night), Lataban NHS
- Compostela District, Compostela NHS(Day&Night), Compostela Science HS, Mulao NHS

April 29-30, May 2-3, 2019

- Carmen District, Carmen NHS (Day&Night), Cantumog NHS, Caurasan NHS
- Catmon District, Catmon NHS, Ceferino Sususco MNHS, Tinabyonan NHS
- Sogod District, Calumboyan NHS, Cabalawan NHS, Liki NHS, Mohon NHS
- Borbon District, Borbon NHS, Doña Milagros M. Osmeña MNHS, Tabunan NHS, Campusong NHS, Mar & Dorie Darunday MNHS, Bongdo NHS

May 6-10, 2019

- Tabogon District, Daantabogon NHS, Horacio Franco MNHS, Salag NHS, Kal-anan NHS, Doña Liling Neis Negapatan MNHS, Loreto Remedios MNHS, Don Esteban Nolasco MNHS
- Daanbantayan I District, Daanbantayan NHS, Bakhawan NHS, Bateria NHS, Calape NHS, Malingin NHS, Paypay NHS
- Daanbantayan II District, Tapilon NHS, Carnaza NHS, Logon NHS, Maya NHS, Sir Knight Luis P. Cañete Jr. NHS, Tominjao NHS

May 13-17, 2019

- Medellin District, Medellin NHS, Medellin Nat'l Sci. & Tech. Sch., Kawit NHS, Curva NHS, Almacen Torrevillas MNHS
- San Remigio I District, San Remigio NHS, Dapdap NHS, Jose R. Martinez MNHS
- San Remigio II District, Lambusan NHS, Libaong NHS, Luyang NHS, San Miguel NHS

May 20-24, 2019

- Tabuelan District, Juan Pamplona MNHS, Mabunao NHS-Juan Pamplona Ext.
- Tuburan I District, Tuburan NHS, Putat NHS, Montealegre NHS, Kalangahan NHS
- Tuburan II District, Vicente Cabahug NHS, Ireneo V. Diamante NHS, Kansi NHS

May 27-31, 2019

- Asturias District, Looc Norte NHS, Sta. Lucia NHS, Sta. Rita NHS, Manguiao NHS
- Balamban I District, Jose Chona Jo MNHS, Biasong NHS, Cabagdalan NHS, Lamesa NHS, Nangka NHS
- Balamban II District, Buanoy NHS(Day&Night), Gaas NHS, Ginatilan NHS, Milan-Cantuod NHS

TEAM B

April 8 & 10-12, 2019

- Minglanilla I District, Minglanilla Science HS, Guindaruhan NHS, Tulay NHS, Tungkop NHS, Vito NHS
- Minglanilla II District, Lipata NHS, Tungkil NHS, Camp 7 NHS, Tubod NHS
- San Fernando I District, San Fernando NHS, Magsico NHS, Pitalo NHS
- San Fernando II District, Sangat NHS, Balud NHS, Balungag NHS, Tubod NHS, Greenhills NHS

April 15-17, 2019

- Aloguinsan District, Aloguinsan NHS, Sto. Rosario NHS, Angilan NHS
- Pinamungajan I District, Pinamungajan NHS(Day&Night), Anislag NHS, Lut-od NHS
- Pinamungajan II District, Lamac NHS, Anopog NHS

April 22-26, 2019

- Barili I District, Bartolome & Manuela Pañares MNHS, Balao NHS, Cagay NHS, Federico & Soledad Villafior MNHS, Lamak NHS, Teotimo Abellana Sr. MNHS

- Barili II District, Guibugan NHS, Malolos NHS, Mantalongon NHS, Giloctog NHS, Patupat NHS
- Dumanjug I District, Dumanjug NHS, Cogon NHS, Hipolito Boquecosa MNHS
- Dumanjug II District, Bitoon NVHS, Tubod-Duguan NHS, Bulak NHS

April 29-30, May 2-3, 2019

- Ronda District, Ronda NHS, Langin NHS
- Alcantara District, Alcantara NHS
- Moalboal District, Moalboal NHS, Bala NHS, Busay NHS

May 6-10, 2019

- Badian District, Badian NHS, Tubod NHS, Manduyong NHS, Sanlagan NHS
- Alegria District, Madridejos NHS, Inghoy NHS, Montpellier NHS, Sta. Filomena NHS
- Malabuyoc District, Cerdeña NHS, Mahanlud NHS, Montañeza NHS, Sorsogon NHS
- Ginatilan District, Guiwanon NHS, Salamanca NHS

May 13-17, 2019

- Samboan District, Samboan NHS, Pedro B. Uy Calderon MNHS, San Sebastian NHS
- Santander District, Santander NHS, Willy B. Wenceslao NHS
- Oslob District, Oslob NHS, Tan-awan NHS, Cañang-Marcelo NHS, Pungtod NHS
- Boljoon District, Boljoon NHS, Lunop NHS, El Pardo NHS

May 20-24, 2019

- Alcoy District, Alcoy NHS, Nug-as NHS
- Dalaguete I District, Dalaguete NHS, Caleriohan NHS, Caliongan NHS, Manlapay NHS, Mantalongon NHS
- Dalaguete II District, Cawayan NHS, Casay NHS, Dumalan NHS

May 27-31, 2019

- Argao I District, Argao NHS, Cansuje NHS, Talaga NHS, Usmad NHS
- Argao II District, Bulasa NHS, Calagasan NHS, Madilikit NHS, Colawin NHS
- Sibonga District, Sibonga NHS, Manatad NHS, Julian Enad MNHS, Simala NHS, Teodoro dela Vega MNHS, Mangyan NHS

The Inventory Team is composed of the following Division Office personnel:

TEAM A

PATRICIO J. GONZAGA
MIGUEL G. MONARES

TEAM B

LEONARD VINCENT D. ARANAS
DIOSDADO G. LERIO JR.

All Property Custodian (both Elementary and 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. Availability of motor vehicles shall be made for all schools actual checking of items in consonance to the verbal instruction of the COA Resident Auditor that all schools shall be visited/inspected.

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.

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.

Property teachers are advised to prepare the Inventory Report (both National-Municipal and National-Insular properties) and only one (1) consolidated report shall be submitted to the Inventory Team. All forms which are based on Unified Accounting Code (UAC) both Report on the Physical Count of Inventories (RPCI) on consumable items, and Report on the Physical Count of Property, Plant and Equipment (RPCPPE) for equipments like computers and School Buildings, Science and Math Equipments, etc., indicating serial numbers, Inventory Report, shall be 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 District Supervisors in the case of the Elementary Schools and Secondary School Heads in the case of Secondary Schools. For Inventory Report Forms just e-mail us at depedcebuprovsupplysec@gmail.com. Reports shall be e-mailed arranged in the following manner District Consolidation for Elementary and per School for Secondary.

All Property Acknowledgement Receipt (PAR) Appendix 74 and Inventory Custodian Slips (ICS) Appendix 59 for small tangible assets shall be renewed every three (3) years copy furnished the Division Property/Supply Section as contained in Paragraph I of Division Memorandum No. 58, s. 2015, dated February 8, 2005.


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.

All inventory reports shall be strictly made available on the scheduled dates specified, with sufficient copy including the Report on Losses and the Inventory and Inspection Report of Unserviceable Property, 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.

Any clarification/query shall be directed to the Supply Office for appropriate action and approval of the Superintendent.

Failure to submit report on the inventory dates specified will mean explanation to the office of the Schools Division Superintendent.

Immediate dissemination of this Memorandum is enjoined.


RHEA MARIA ANGTUD, Ed. D., CESO VI
Schools Division Superintendent