



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
SCHOOLS DIVISION OF DUMAGUETE CITY
 Dumaguete City

RELEASED

CONTROL NO. 553
 RELEASED BY *elt*
 DATE RELEASED APR 11 2018
 TIME RELEASED
 RECEIVED BY

April 10, 2018

DIVISION MEMORANDUM
 No. 169 s. 2018

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 147, s. 2018, Re:
 SCHEDULE OF ANNUAL PHYSICAL INVENTORY OF SCHOOL
 PROPERTY AND CONDEMNATION OF OLD BOOKS INCLUDING
 UNSERVICEABLE SUPPLIES AND EQUIPMENTS**

TO: Public Schools District Supervisors
 Elementary/Secondary School Principals
 Head Teachers/Teacher-In-Charge
 School Teachers-Property Custodians
 Alternative Learning System (ALS) Coordinators

- In accordance with existing rules and regulations provided in the DECS Service Manual with regard to property responsibilities and accountabilities of government officials and employees, this school year's physical checking and inventory and condemnation of books prior to 2000, in decrepit condition, including unserviceable supplies and equipment of all school property have been scheduled this summer vacation to give the officials/employees concerned ample time to collect and prepare the various property assigned to them to determine the condition, status, and extent of property accountabilities of the school officials.
- The following schedule of the physical checking and inventory and condemnation shall be observed.

APRIL 2018		
	A.M.	P.M.
Thursday – 12	8:00 A.M. – WCECLC-SPED 10:00 A.M. – City Central Elem. School	1:00 P.M. – South City Elem. School 3:00 P.M. – Cadawinonan Elem. School
Friday – 13	8:00 A.M. – HFGMHS 10:00 A.M. – HFGMES	1:00 P.M. – Balugo Elem. School 3:00 P.M. – Magsaysay Mem. Elem. School
Monday – 16	8:00 A.M. – Piapi High School	1:00 P.M. – DCHS Junior High School 3:00 P.M. – DCHS Senior High School
Tuesday – 17	8:00 A.M. – Junob Elem. School 10:00 A.M. – Junob National High School	1:00 P.M. – Camanjac National High School 3:00 P.M. – Camanjac Elem. School
Wednesday – 18	8:00 P.M. – Calindagan Elem. School 10:00 P.M. – Amador Dagudag Mem. ES	1:00 P.M. – Babajuba Elem. School 3:00 P.M. – Candau-ay Elem. School
Thursday – 19	8:00 A.M. – North City Elem. School 10:00 P.M. – Cantil-E Elem. School	1:00 P.M. – RTPM-Dgte. Science HS
Friday – 20	8:00 A.M. – Taclobo National High School 10:00 A.M. – Batinguel Elem. School	1:00 P.M. – West City Elem. School 3:00 P.M. – West City Science Elem. School

- In order not to disrupt the schedule, school property such as books, devices, tools, equipment, desks, and other instructional materials shall be **PROPERLY LABELED, CLEANED AND ARRANGED** according to property classification and to be number of copies per title. It is advised further that the property custodian shall determine the quantity of a particular item assigned in school prior to the actual checking.

4. The following records and reports must be made available for inspection and audit:
 - a. BPS form 100 (Property Account Card);
 - b. Report of lost textbooks for current year;
 - c. List of Condemnable Property scheduled for condemnation with Report of Waste Material; and
 - d. Inventory Custodian Slip (ICS) and Property Acknowledgement Receipt (PAR) of Teachers/Officials of properties/equipment acquired/purchased through MOOE, SEF (Special Education Fund), Division, Regional and National Office.

5. Books, supplies & equipment for inventory and inspection **MUST BE PROPERLY ARRANGED AND LABELED** (ex. SEF, MOOE, others). Classrooms used for storing books/equipment must be dusted and cleaned prior to the scheduled inventory date.

6. School officials who are primarily responsible/accountable are required to be present during the physical inventory, condemnation and audit.

7. All members of the inventory team and disposal committee shall strictly adhere to the official time of 8:00 – 12:00 A.M. and 1:00 – 5:00 P.M.

8. For your information, guidance and strict compliance.


EVANGEL M. LUMINARIAS, Ph. D., CESO V
 Schools Division Superintendent 

Reference: Service Manual, 5th Edition
 Allotment: 1-2-3

To be indicated in the Division Perpetual Index under the following subjects;

INVENTORY OFFICIALS	PROPERTY SCHOOL REPORTS & DISTRIBUTION	LOST CONDEMNATION
--------------------------------	---	------------------------------