



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 MAY 2020

DIVISION MEMORANDUM

No. 095 s. 2020

2020 ANNUAL INVENTORY OF SCHOOL PROPERTIES

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Physical inventory-taking being an indispensable procedure for checking the integrity of property custodianship, has to be regularly enforced. In line with this and to operationalize the provisions of Section 102 of the Government Audition Code of the Philippines (P.D 1445), this memorandum is being issued.
2. Chapter 2, Section 58 of Presidential Decree No. 1445 states that, "The examination and audit of assets shall be performed with a view to ascertaining their existence, ownership, valuation and encumbrances as well as the property of items composing the accuracy of such records; ascertaining if the assets were utilized economically, efficiently and effectively; and evaluating the adequacy of controls over the accounts."
3. With the current situation, it would be impossible for the Division Inventory Committee to conduct Physical Checking in your respective schools, in the usual schedule every year.
4. Thus, the field is informed that the Physical Inventory for 2020 is hereby suspended.
5. All school heads are enjoined to assist their school property custodians in the accomplishment of the following inventory reports:
 - a. Appendix 73 – Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
 - b. Appendix 66 – Report on the Physical Count of Inventories (RPCI)
6. The school heads must ensure that their school property custodians are updated with their stock, property and building cards, Inventory Custodian Slip (ICS), Property Acknowledgement Receipts (PAR), and Property Transfer Reports (PTR).
7. As textbooks/other materials and teacher's guides/manuals are still with the students/learners/teachers, the school heads must take necessary measures on how their school property custodians and classroom advisers would account the textbooks/manuals issued and assure that they are well and properly kept.



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DIVISION MEMORANDUM

No. Das s. 20xx

Page **2** of 2

8. In case of losses of the books please refer to DepEd Order No. 25, s. 2003 and DepEd Order No. 14, s. 2012.
9. School property custodians must take into consideration the declared properties in their National Building Inventory (NBSI) Report (c/o the Division Planning Officer and Division Engineer), and assigned property numbers in the ICT equipment such as DCP packages (c/o the Division Information Technology Officer).
10. Inventory forms must be properly accomplished and properties should be categorized per fund cluster and type of inventory item or PPE, inventory reports must be printed in legal-size (long) bond paper, three (3) copies each of Appendix 73 and Appendix 66.
11. The deadline for submission of inventory reports is **on or before June 30, 2020**.
12. Any questions regarding this matter should be raised to the Division Supply Officer, Joritz Philip L. Cabriga. You may reach him at 09175209106 or send an email at joritzphilip.cabriga@deped.gov.ph.
13. It is desired that the content of this memorandum be disseminated to all concerned for their information, guidance and compliance.


ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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