



**DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY**



Corner Don Carlos and Guingona Sts., City of Malaybalay
 Telefax # 088-813-2894 or 221-4597, E-mail add: dpdmlyblycity@yahoo.com
 Website: www.depedmalaybalay.net

April 28, 2014

218
 DepEd-MALAYBALAY CITY DIVISION
RELEASED
 Date: 4/29/14 Time: 11:33 AM
 By: *adw Anabela*

DIVISION MEMORANDUM
 NO. 138, s. 2014

TO: Schools District Supervisors
 Elementary and Secondary School Heads
 District, Elementary and Secondary School Property Custodians
 This Division

FROM: *Edilberto L. Oplenaria*
 EDILBERTO L. OPLENARIA
 Schools Division Superintendent

RE: **CONDUCT OF ANNUAL SUMMER INVENTORY FOR SY 2014**

- In compliance with the requirements in Sec. 497 of the Civil Service Manual (Revised Edition) and Sec. 2.4.1 of the 2000 DECS Service Manual anent the Annual Checking and Physical Inventory in the various Districts and Secondary Schools, this Office hereby directs the District Property Custodians and Secondary School Property Custodians to strictly conduct the individual school inventory and present the duly signed inventory report during the date set below. The Inventory and Inspection Report of Unserviceable Properties shall likewise be submitted for properties that are to be disposed. The Division Supply Officer, Division Cashier together with the Auditor from the Commission on Audit will be at your respective Districts and Secondary Schools on:
 - May 26, 2014 – Central District, North District
BNHS Main, BNHS Kalasungay Annex
 - May 27, 2014 - West District, South District, Bangcud NHS
 - May 28, 2014 - BNHS Casisang Annex, BNHS San Jose Annex
BNHS Aglayan Annex, San Martin NHS
 - May 29-30, 2014 - East District, Far East District
Managok NHS, Miglamin Annex, Lalawan Annex
Silae NHS, St. Peter Annex
- It is requested that all properties will be ready for checking when the team will arrive at your area. Textbooks should be arranged by tens (10's) per title and filed like blocks based on the arrangement in the Inventory Forms. All reports must be submitted right after the conduct of inventory in your respective Districts/Secondary Schools.
- Payment of lost SEMP textbooks and manuals will be based on its net book value while those which are five (5) years or older will no longer be paid (refer to DepEd

Order No. 14, s. 2012). All non-expendable properties acquired through MOOE, LSB, PDAF, etc. and other properties donated by stakeholders should be entered in the Inventory Forms after the last entry. Property Custodians are required to issue Acknowledgement Receipt for Equipment (ARE) for non-expendable items and Inventory Custodian Slip (ICS) for semi-expendable items.

4. Property Custodians must prepare a "Matrix of Computation for Textbook Losses" in order to standardize the collection. The Division Cashier or her representative will collect the payment.
5. For guidance, compliance and widest dissemination.

ELO/sylm