

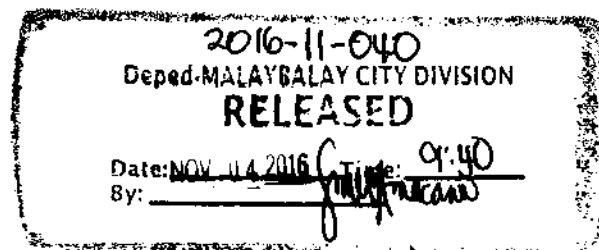


Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City



Telefax: (088)813 - 2894 or (088) 221 - 4597 email: depedmlyblycity@yahoo.com

DIVISION MEMORANDUM
No. 585 s. 2016



TO: Public Schools District Supervisors
School Heads (Elementary and Secondary)
District /School Property Custodians
All Others Concerned

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: November 3, 2016

RE: Submission of Report on Textbook & Equipment Deliveries

1. Per DepED Order No. 45, s. 2006 re: Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties Procured by DepEd Central Office and DBM Procurement Service, this office reiterates that the **Property Custodian submits to the Division Supply Officer a report of the deliveries (Textbooks/Desk and Armchairs/Equipment) received using Property Form 1 together with the Division copy of the DRs (Delivery Receipts) and IARs (Inspection and Acceptance Reports).**

2. Relative thereto, all concerned is hereby directed to submit to this Office, Attention: Administrative Officer IV – Property the accomplished Property Form 1 of every delivery received by the school from the Central Office since January 2016. Deadline for submission is November 30, 2016. Should there be queries, you may contact the Property & Supply Unit thru Cell No. 09177023353.

3. For compliance.

Copy furnished: Records Unit
 Property & Supply Unit

To be posted on the website.