



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



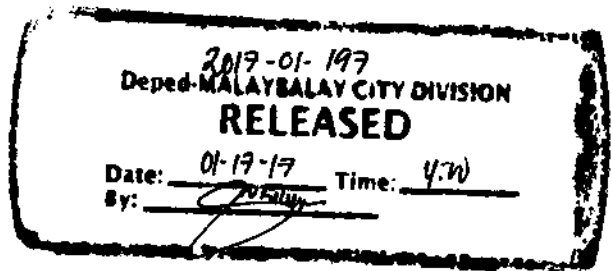
Sayre Highway Casisang, Malaybalay City

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

DIVISION
MEMORANDUM
 No. 027, s. 2017

TO: Public Schools District Supervisors
 Elementary School Heads
 Secondary School Heads (IU, Non- IU & Senior High Schools)

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



DATE: January 16, 2017

RE: SUBMISSION OF 2016 DELIVERY RECEIPTS AND INSPECTION AND ACCEPTANCE REPORTS OF ITEMS RECEIVED FROM CENTRAL OFFICE.

1. In preparation to COA Auditor's inspection of deliveries of learning materials, furnitures and equipment received from Central Office by various schools in our Division, this office is requesting clear copies of Delivery Receipt (DR) and Inspection and Acceptance Report (IAR) of the following items:

Particulars	Elementary	Grades 7 to 10	Grades 11 & 12
IT Equipment	x	x	X
Armchairs			
Teacher's Tables & Chairs set	x	x	x
Mathematics & Science Equipment	x	x	x
English for Academic Purposes (Book)			x
Personal Development (Book)			x

2. Submit to the Property and Supply Unit of this Division on or before January 23, 2016 attention Darvy C. Daguimol.

3. For compliance.

cc: Records
 Property & Supply Unit

To be published in the Division Website.