



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



Sayre Highway, Purok 6, Casisang, Malaybalay City  
Telefax No.: (088) 314-0094 Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)  
Website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)

97-219-07-240  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: JUL 22 2019 11:13  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 240, s. 2019

**TO: Assistant Schools Division Superintendent  
Chief Education Supervisor – SGOD and CID  
Elementary and Secondary School Heads  
School Property Custodians**

**FROM: REBONFAMIL R. BAGUIO**  
Schools Division Superintendent  
[Signature]

**DATE: July 19, 2019**

**RE: SUBMISSION OF PROPERTY ACCOUNTABILITY RECEIPT,  
DELIVERY RECEIPT, INSPECTION AND ACCEPTANCE REPORT  
AND PROPERTY TRANSFER REPORT OF DCP PACKAGES,  
SCIENCE AND MATHEMATICS EQUIPMENT AND TVL**

School Property Custodians are directed to submit to the Supply Unit of this Office copies of Property Accountability Receipt (PAR), Delivery Receipt (DR), Inspection and Acceptance Report (IAR), Property Transfer Report of DCP Packages, Science and Mathematics Equipment, and TVL deliveries from Central Office.

Property Acknowledgment Receipt (PAR) should be prepared by the School Property Custodian for Property, Plant and Equipment Delivered from the Central Office as stated in DepED Order No 45, s. 2006.

Queries may be addressed to Darvy C. Dagumol thru 09267753812 of the Property Unit.

**TO BE POSTED IN THE WEBSITE**