



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](mailto:dpdmlyblycity@yahoo.com)  
Website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



April 18, 2013

MEMORANDUM TO:

Schools District Supervisors  
Secondary School Heads  
District and Secondary School Property Custodians  
This Division

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 20, 2013 –	Central District, North District BNHS Main, BNHS Kalasungay Annex
May 21, 2013 -	West District, South District, Bangcud NHS
May 22, 2013 -	BNHS Casisang Annex, BNHS San Jose Annex BNHS Aglayan Annex, San Martin NHS
May 23, 2013 -	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.

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.

For guidance, compliance and widest dissemination.

  
EDILBERTO L. OPLENARIA  
Schools Division Superintendent