



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



Corner Sebastian and Guingona Sts., City of Malaybalay  
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April 1, 2014

**DIVISION MEMORANDUM**  
NO. 114 s. 2014

008  
DIVISION OF MALAYBALAY CITY  
RELEASED  
DATE 4-2-14 TIME 9:52  
JANELO J. JAYMOR


**TO: Elementary and Secondary School Property Custodians  
District Property Custodians**

**Thru: Schools District Supervisors  
School Head  
This Division**

**Re: SUBMISSION OF YEAR-END INVENTORY REPORTS**

1. The School Property Custodians and District Property Custodians are hereby enjoined to submit the following reports to the Division Office on or before **April 30, 2014**:
  - a. Textbook Inventory as of March 31, 2014 (No. of Usable Books)
  - b. Inventory of Condemnable Books as of March 31, 2014
  - c. Inventory of Lost Textbooks as of March 31, 2014 with
    - i. Corresponding Official Receipt from Division Cashier coursed thru the District Custodian
    - ii. Remittance per Teacher per School
    - iii. Summary of Total Collection per School
  - d. Inventory of Property, Plant and Equipment in the School categorized as to source of fund (MOOE, LSB, GPTA, Donation, etc.) as of March 31, 2014
  - e. Inventory of Property Left in the Classroom as of March 31, 2014
  - f. Inventory and Inspection Report of Unserviceable Property as of March 31, 2014
  - g. Report on Deliveries Received (Textbook/Furniture/Equipment) Procured by the Central Office
  - h. Report on Physical Count of Inventories for Supplies and Materials as of March 31, 2014.
2. Each report should be contained in a folder providing one copy for Division file and one for COA file.

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3. These reports are requisites prior to the grant of service credit for duly designated School and District Property Custodians.
4. For information, guidance and compliance.

  
EDILBERTO L. OPLENARIA  
OIC-Schools Division Superintendent

Encl.: As stated

Copy furnished:       Records Section

To be posted in the Division website

ELO/sylm