



DEPARTMENT OF EDUCATION  
Region X – Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Corner Don Carlos-Guingona St., City of Malaybalay



Deped-MALAYBALAY CITY DIVISION

June 11, 2014

090  
RELEASED

**DIVISION MEMORANDUM**

No. 18, s. 2014

Date: 6/13/14 Time: 4:34 PM  
By: Jan Arabelle

To: Elementary and Secondary Public School Administrators (Non-Implementing Units)

SUBJECT: **MONITORING OF SUPPLIES AND MATERIALS RECEIVED AND ISSUED**

To ensure that all supplies and materials procured charged against the downloaded School MOOE are properly accounted for, School Property Custodians are required to maintain the Report of Supplies and Materials Received and Issued on a monthly basis. Proper recording and safekeeping of all inventories procured and issued shall be monitored by their respective stewards. Hence, the Report of Supplies and Materials Received and Issued, Requisition and Issue Slips and unused supplies must be readily available within the school premises upon the conduct of inventory by the Division Monitoring Team.

Format and instructions for filling up are attached for reference and guidance.

Compliance is hereby enjoined.

  
EDILBERTO L. OPLENARIA  
OIC - Schools Division Superintendent

Encl: As stated

REPORT OF SUPPLIES AND MATERIALS RECEIVED AND ISSUED  
 DEPARTMENT OF EDUCATION  
 DIVISION OF MALAYBALAY CITY  
 As of \_\_\_\_\_

School: \_\_\_\_\_

Date	Reference No.	Unit	Description	Quantity Received	Quantity Issued	Balance
1-Feb			beginning			2
14-Feb	IAR No. 14-02-0003	ream	PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	5		7
17-Feb	RIS No. 14-02-0002	ream	PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm		5	2
1-Feb			beginning			10
14-Feb	IAR No. 14-02-0003	pc	SIGN PEN, black	12		22
17-Feb	RIS No. 14-02-0002	pc	SIGN PEN, black		22	0

sample entry

Attachment: Requisition and Issue Sips

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

SCHOOL PROPERTY CUSTODIAN

SCHOOL HEAD

To be filled up by the MONITORING TEAM

Monitored by: \_\_\_\_\_

Signature over Printed Name

Inventory balance:

- Confirmed  
 Not Confirmed

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **REPORT OF SUPPLIES AND MATERIALS RECEIVED AND ISSUED**

### *INSTRUCTIONS*

- A. This form shall be accomplished as follows:
1. **As of** - last day of the month e.g. As of January 31, 2014
  2. **School** - name of the school
  3. **Date** - date the stock is received or issued
  4. **Reference No.** - Inspection and Acceptance Report No. or Requisition and Issue Slip No.
  5. **Unit** - unit of measurement of the stock such as ream, box, etc.
  6. **Description** - description of the item
  7. **Quantity received** - number/quantity of the stock procured
  8. **Quantity issued** - number of item issued
  9. **Balance** - supplies and materials on hand; quantity received less quantity issued
  10. **Prepared by** - signature, name and designation of the person who prepared the report
  11. **Noted by** - signature, name and designation of the school head
  12. **Issued by** - signature, name and designation of the person who issued the item and date of issuance
- B. This report shall be used for monitoring purposes only. It shall not be submitted as part of the liquidation of cash advance

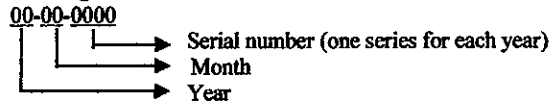


# REQUISITION AND ISSUE SLIP (RIS)

## INSTRUCTIONS

A. This form shall be accomplished as follows:

1. **School** – name of the school
2. **RIS No.** – RIS control number assigned. It shall be numbered in the following manner:



3. **Requisition Stock No.** – stock number of the item being requested as maintained by the School Property Custodian
  4. **Requisition Unit** - unit of measurement of the stock being requisitioned such as ream, box, etc.
  5. **Requisition Description** – description of the item being requisitioned
  6. **Requisition Quantity** – number/quantity of the stock being requisitioned
  7. **Issuance - Quantity** – number of item issued
  8. **Issuance - Remarks** - additional information regarding the issuance
  9. **Purpose** - brief explanation of purpose pertaining to the stock being requisitioned
  10. **Requested by** – signature, name and designation of the person who requested the item and date of request
  11. **Approved by** – signature, name and designation of the person who approved the issuance of the item and date of approval
  12. **Issued by** – signature, name and designation of the person who issued the item and date of issuance
  13. **Received by** – signature, name and designation of the person who received the item and date of receipt
- B. This form shall be used to request for goods/supplies carried in stock by the School Property Custodian
- C. This form shall be prepared in three copies distributed as follows:  
*Original* – to be attached to the Report of Materials Received and Issued  
*Duplicate copy* – Requisitioner  
*Triplicate copy* - School Property Custodian