

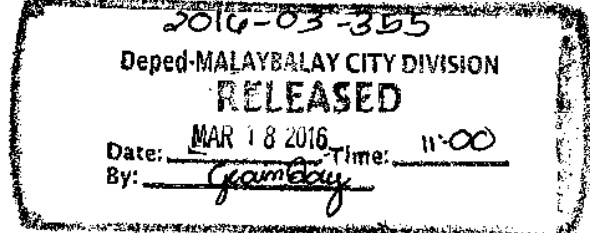


DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
P-6, Casisang, Malaybalay City

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March 17, 2016



DIVISION MEMORANDUM
NO. 139, s. 2016

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

**Thru: Public Schools District Supervisors
School Heads
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 29, 2016**:
 - a. Textbook Inventory as of March 31, 2016 (No. of Usable Books)
 - b. Inventory of Condemnable Books as of March 31, 2016
 - c. Inventory of Lost Textbooks as of March 31, 2016 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, 2016
 - e. Inventory of Property Left in the Classroom as of March 31, 2016
 - f. Inventory and Inspection Report of Unserviceable Property as of March 31, 2016
 - g. Report on Deliveries Received (Textbook/Science & Math Equipment) Procured by the Central Office
 - h. Report on Physical Count of Inventories for Supplies and Materials as of March 31, 2016.

2. Each report should be contained in a folder providing one copy for Division file and one copy for COA file.
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, CESO VI
SIC Schools Division Superintendent

Encl.: As stated

Copy furnished: *Records Unit*
Property and Supply Unit

To be posted in the Division website

ELO/emr