

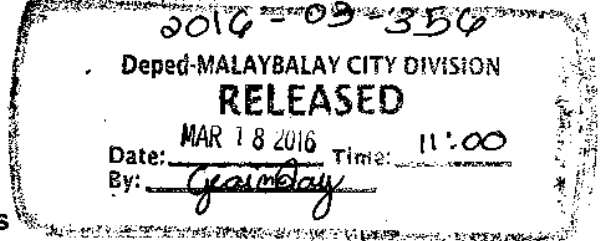


**DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
P-6, Casisang, Malaybalay City**

Telefax # 088-813-2894 or 221-4597, E-mail add: [dpdmlybhciv@yahoo.com](mailto:dpdmlybhciv@yahoo.com)  
Website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



March 17, 2016



DIVISION MEMORANDUM  
NO. 140, s. 2016

TO: Public Schools District Supervisors  
Elementary and Secondary School Heads  
District, Elementary and Secondary School Property Custodians  
This Division

FROM:  **EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent 

RE: **CONDUCT OF ANNUAL SUMMER INVENTORY FOR SY 2016**

1. 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, Social Mobilization and Networking in-charge in Monitoring of Resources with the Auditor from the Commission on Audit will be at your respective Districts and Secondary Schools on the following dates below:

May 17, 2016 (Tuesday)	District X-Zamboangita CS, Silae NHS Main, Silae NHS-St. Peter Annex, Busdi IS-Secondary
May 18, 2016 (Wednesday)	District IX-Managok CS, Managok NHS Main, Managok NHS-Miglamín Annex, Managok NHS-Lalawan Annex
May 19, 2016 (Thursday)	District VIII-Linabo CS, San Martín Agro Industrial HS, SMAIHS - Apo Macote Annex
May 20, 2016 (Friday)	District VII-Bangcud CS, Bangcud National HS District VI-Aglayan CS, Malaybalay City SHS
May 24, 2016 (Tuesday)	District V- Casisang CS, Malaybalay City National HS
May 25, 2016 (Wednesday)	District IV- Malaybalay City CS, Casisang National HS District III- Sta. Ana ES
May 26, 2016 (Thursday)	District II- Sumpóng Central School, Can-ayan IS-Secondary
May 27, 2016 (Friday)	District I- Kalasungay CS, Kalasungay NHS

2. 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.
3. 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.
4. 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.
5. For guidance, compliance and widest dissemination.

Copy furnished:        *Records Unit*  
                              *Property and Supply Unit*

To be posted in the Division website

ELO/emr