

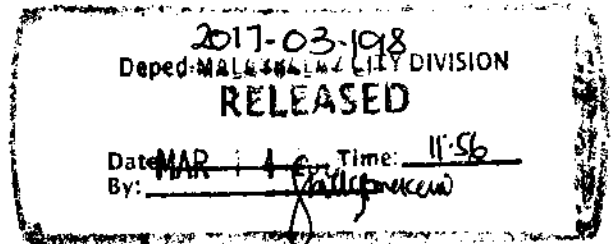


Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City




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DIVISION MEMORANDUM
No. 38 S. 2017



TO : Schools District Supervisors
School Heads (Elementary & Secondary)

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

DATE : March 13, 2017

RE : SUBMISSION OF INVENTORY AND COST OF INSURABLE SCHOOL PROPERTIES

1. Pursuant to the memorandum issued by Undersecretary for Administration **ALAIN DEL B. PASCUA** re: *Collection of Inventory and Cost of Insurance for DepED Properties* dated February 21, 2017, this office is directing all School Heads to prepare and submit to the Division Property Unit all items donated or purchased valued P15,000.00 and above to be included in our list of insurable properties to be submitted to the Central Office on March 30, 2017 using the enclosed form.
2. Hard copies are to be submitted to the Division Property Office and soft copies encoded using Microsoft Excel be sent thru email using the subject "INSURABLE PROPERTIES" to property_supply@yahoo.com on or before March 23, 2017.
3. For strict compliance.

Encl:
As stated

Copy furnished:
Records Unit
Property Unit

TO BE POSTED IN THE DIVISION WEBSITE.

Department of Education
Division of Malaybalay City
Casisang, Malaybalay City

Inventory of Insurable Properties
(only items donated/purchased costing P15,000.00 and above be included)

Name of School _____
District _____

Asset Item	Manufacturer	Model	Serial Number	Specifications	Current Condition	Source of Fund	Acquisition Cost	Acquisition Date

School property custodian

School Head
