



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



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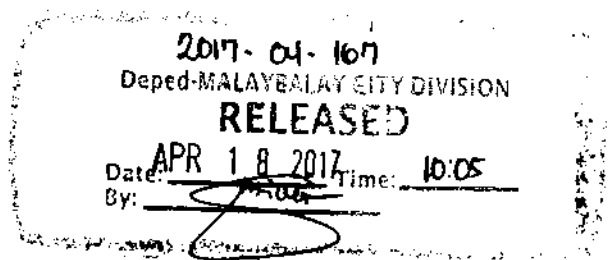
**DIVISION MEMORANDUM**  
NO. 199 S. 2017

**TO :** Public Schools District Supervisors  
School Heads  
Elementary and Secondary School Property Custodians  
District Property Custodians

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

**DATE :** April 17, 2017

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



1. The School Property Custodians and District Property Custodians are hereby directed to submit the following reports to the Division Office:

- 1.1 Textbook Inventory as of March 31, 2017 (No. of Usable Textbooks)
- 1.2 Inventory of Condemnable Properties as of March 31, 2017
- 1.3 Inventory of Lost Textbooks as of March 31, 2017 with the following:
  - 1.3.1.1 Corresponding Official Receipt from Division Cashier coursed thru the District Property Custodian
  - 1.3.1.2 Remittance per Teacher per School
  - 1.3.1.3 Summary of Total Collection per School
- 1.4 Inventory of Property Plant and Equipment in the School categorized as to source of fund (MOOE, LSB, GPTCA, Donation, etc.)
- 1.5 Inventory and Inspection Report of Unserviceable Property as of March 31, 2017

2. Each report should be submitted in two copies to the Property Unit of the Division Office and email MS Excel copy thru [property\\_supply@yahoo.com](mailto:property_supply@yahoo.com) on or before May 3, 2017.

3. For information, guidance and compliance.

Copy furnished:  
Records Unit  
Property Unit

To be published in the Division Website