



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



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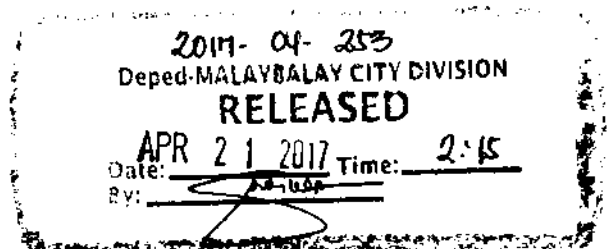
DIVISION MEMORANDUM
NO. 213 S. 2017

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

DATE : April 20, 2017

RE : CONDUCT OF ANNUAL INVENTORY FOR SY 2017



1. In compliance to the provisions of Section 102 of the Government Auditing Code of the Philippines (P.D. 1445), this Office hereby directs the District Property Custodians and the Secondary School Property Custodians to strictly conduct the individual school inventory and present the duly signed Inventory Report. **Inventory and Inspection Report of Unserviceable Properties** shall likewise be collected for properties that are to be disposed.

2. The Audit Team will conduct inventory and inspection at your respective Districts and Secondary Schools on the dates specified in Enclosure 1. As such, you are required to:

- 2.1 Arrange the textbooks by tens (10's) per title;
- 2.2 File it in blocks based on the arrangement in the Inventory Form;
- 2.3 Enter all non-expendable properties acquired through MOOE, LSB and other sources including properties donated by stakeholders after the last entry of the Inventory Form; and
- 2.4 Submit all reports right after the conduct of inventory.

3. Payment of losses will be based on the following:

- 3.1 SEMP Textbooks and manuals will be based on its net book value. Where,
Net book value = Acquisition cost - Depreciation
Depreciation = Acquisition cost divided by 5 (estimated useful life)
multiplied by the number of years the lost TX or TM has been used.

3.2 Those which are five (5) years or older will no longer be paid (DepED Order No. 14, s. 2012).

4. For guidance, compliance and widest dissemination.

Copy furnished:

Records Unit

Property Unit

To be published in the Division Website

Enclosure 1

Date	District	School
May 8, 2017	District X	Zamboanguita Central School, Silae National High School, Silae NHS – St. Peter Annex and Busdi Integrated School - Secondary
May 9, 2017	District IX	Managok Central School, Managok NHS Main, Managok NHS- Miglamin Annex, Managok NHS – Lalawan Annex
May 10, 2017	District VIII	Linabo Central School, San martin Agro Industrial High School, San Martin Agro-Industrial High School – Apo Macote Annex
May 11, 2017	District VII	Bangcud Central School, Bangcud National High School
	District VI	Aglayan Central School and Malaybalay City National High School
May 12, 2017	District V	Casisang Central School, and Malaybalay City National High School
May 17, 2017	District IV	Malaybalay City Centarl School, Casisang National High School
	District III	Sta Ana Elementary School
May 18, 2017	District II	Sumpang Central School and Can-ayan Integrated School - Secondary
May 19, 2017	District I	Kalasungay Central School and Kalasungay National High School