



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

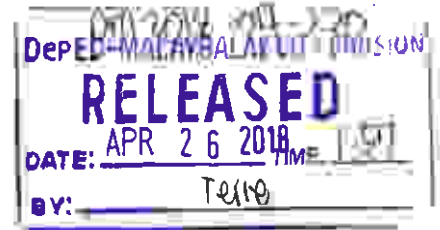


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DIVISION MEMORANDUM

NO. 220, S. 2018

TO Assistant Schools Division Superintendent
Administrative Officer V (Administrative Services)
Elementary and Secondary School Heads
This Division



FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent
26 April 18

DATE : April 26, 2018

RE **CONDUCT OF ANNUAL INVENTORY OF PROPERTIES FOR SY 2017-2018**

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 Inventory Team will conduct inventory and inspection at your respective Schools on the dates specified in Enclosure I. As such, you are required to:
 - 2.1 Arrange the textbooks by tens (10's) per title;
 - 2.2 File them in blocks based on the arrangement in the inventory form.
 - 2.3 Label all science and mathematics equipment.
 - 2.4 Enter all non-expendable properties acquired through MOOE, LSB and other sources including properties donated by stakeholders after the last entry in the Inventory Form; and
 - 2.5 Submit all reports right after the conduct of inventory count. Inventory Reports of schools not in the list be submitted to their respective District Property Custodian.
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 (estimated useful life) multiplied by the number of years the ~~list~~ 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.
5. Immediate dissemination of ~~the~~ memorandum is desired.

Copy furnished:

Records Unit
Property Unit

To be published in the Division ~~website~~

Enclosure 1

Date	District	School
May 2, 2018	District X	Busdi Integrated School (Elementary & Secondary)
May 3, 2018	District X	Zamboangueta Central School Silae NHS – St. Peter Annex Silae National High School
May 4, 2018	District IX	Managok Central School Managok National High School Managok NHS – Miglamin Annex Managok NHS – Lalawan Annex
May 7, 2018	District VIII	Linabo Central School Sawaga Elementary School San Martin Agro Industrial High School SMAIHS - Apo Macote Annex
May 8, 2018	District VII	Bangcud Central School, Padernal Elementary School
May 9, 2018	District VII District V	Bangcud National High School Malaybalay City National High School
May 10, 2018	District V	Casisang National High School Can-ayan Integrated School (Elem & Secondary)
May 11, 2018	District I	Dalwangan Elementary School Dalwangan National High School Kalasungay National High School
May 17, 2018	District III	Sta Ana Elementary School Imbayao Elementary School Casisang Sr High School
May 22, 2018	District IV	BCT Elementary School Barangay 9 Elementary School
May 23, 2018	District VI	Cabangayan Elementary School Aglayan Central School Malaybalay City National Science High School