DIVISION MEMORANDUM

TO: Elementary and Secondary School Heads
   School Property Custodians
   This Division

FROM: REBONILAM, R. JAGUIO
   Schools Division Superintendent

DATE: January 21, 2019

RE: CONDUCT OF INSPECTION AND INVENTORY OF PROPERTY,
   PLANT AND EQUIPMENT

1. This is to inform the field that personnel from the Property and Supply Unit will
   conduct inspection and inventory of property, plant and equipment among schools in
   the division. Property custodians are directed to prepare the list of properties costing
   above P15,000.00 to be encoded in the Physical Count of Property Plant and Equipment
   Form (Appendix 73) of the Government Accounting Manual.

2. The form can be downloaded from www.depedmalaybalay.net under Property
   and Supply Unit downloadable.

3. Queries may be addressed to Darvy C. Daguinol thru cellphone number
   09267753812 of the Property and Supply Unit.

TO BE POSTED IN THE WEBSITE