



Republic of the Philippines  
Department of Education  
Region X - Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**



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**DIVISION MEMORANDUM**

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

FROM: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE: January 21, 2019

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

DM-2019-01-027

DEPED-MALAYBALAY CITY DIVISION

**RELEASED**

DATE: JAN 22 2019 TIME: 10:37

BY: *[Signature]*

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](http://www.depedmalaybalay.net) under Property and Supply Unit downloadables.
3. Queries may be addressed to Darvy C. Daguimol thru cellphone number 09267753812 of the Property and Supply Unit.

**TO BE POSTED IN THE WEBSITE**