



UNM-2019-001-070
DEPED MALAYBALAY CITY DIVISION
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SEPTEMBER 30 2019 TIME: 9:58
BY: [Signature]

Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

MEMORANDUM

TO: **Division Sports Coordinator**
Officiating Officials
Athletic Managers
Coaches
All Others Concerned

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

DATE: September 27, 2019

SUBJECT: **GUIDELINES ON USING SPORTS EQUIPMENT FOR THE 2019
DIVISION SELECTION MEET**

1. In line with the 2019 Division Selection Meet on September 27-28, 2019, this office hereby provides internal policies and procedures on the borrowing and return of sports equipment for the activity.

2. It aims to:

- Guide the borrowers on the borrowing procedure, proper safekeeping, usage, and return of sports equipment;
- Ensure that the various sports equipment borrowed during the 2019 Division Selection Meet are returned properly in good condition, quantity and on the specified date of return reflected in the Inventory Custodian Slip (ICS); and,
- Ensure accountability on the proper usage of government-owned sports equipment for current and future official use.

3. Internal policies and procedures are as follows:

3.1 Borrowing of Sports Equipment

Internal Policy	Procedures
<ul style="list-style-type: none"> • When borrowing sports equipment, the borrower shall secure and accomplish the Inventory Custodian Slip (ICS) in two (2) copies, that is, one copy for the Property Unit and another copy for the borrower. • Sports Equipment shall be released to the borrower upon approval of the ICS by the Administrative Office IV (Supply Officer) specifying the date of return and conditions, if loss. • The borrower shall safekeep the borrowed sports equipment during the duration of the activity until such time of return. 	<p>Step 1. Coordinate to the SDO Sports Coordinator for him to be informed on the borrowing of the sports equipment.</p> <p>Step 2. Proceed to Property Unit for the filling-up of Inventory Custodian Slip (ICS) form and approval of the Administrative Officer IV (Supply Officer).</p> <p>Step 3. If approved, the Property Unit will release the sports equipment as requested duly received by the borrower.</p>

3.2 Return of Sports Equipment

Internal Policy	Procedures
<ul style="list-style-type: none"> • All sports equipment shall be returned in good condition, quantity, and on the specified date of return reflected in the ICS. 	<p>Step 1. Return the borrowed sports equipment to the Property Unit immediately after the conduct of the activity, that is on September 28, 2019 (Saturday) until 5:00 PM at the SDO Multipurpose Hall.</p> <p>Step 2. Check completeness of returned sports equipment based on the ICS.</p> <p>Step 3. If complete, the Property Unit shall indicate remarks in the ICS that all sports equipment are returned properly, complete in quantity, and on schedule.</p>

	<p>If incomplete, the Property Unit shall require the immediate return of the sports equipment within the specified date of return; otherwise, subject for replacement by the borrower.</p>
<ul style="list-style-type: none"> • In case of loss, the borrower shall replace the item/s with the same or above its specification of the sports equipment within fifteen (15) working days from the date of expected return. 	<p>Step 1. Proceed to the Property Unit and notify the Administrative Officer IV (Supply Officer) for the loss of the sports equipment.</p> <p>Step 2. The Property Unit shall reflect in the ICS the lost sports equipment subject for replacement on a specified date.</p> <p>Step 3. When the borrower replaced the sports equipment, he/she shall proceed to the Property Unit and give the said items as replacement.</p> <p>Step 4. The Property Unit will reflect in the ICS that the lost sports equipment are replaced with the specified date of receiving.</p>

4. Queries relative to this can be relayed to Michael Angelo D. Deslate, Administrative Assistant III, Property and Supply Unit at 0916-928-8584.

Copy furnished:

Records Unit
Property and Supply

TO BE POSTED IN THE DIVISION WEBSITE