



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



Sayre Highway, Purok 6, Casisang, Malaybalay City
Telefax No.: (088) 314-0094 Email Address: depedmalaybalay@gmail.com
Website: www.depedmalaybalay.net

DM 782 -01-45
DIVISION OF MALAYBALAY CITY
DATE: JAN 29 2020
BY: [Signature]

DIVISION MEMORANDUM

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

FROM: VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent

DATE: January 28, 2020

**RE: SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF
INVENTORIES**

1. RA No 656 otherwise known as the Property Insurance Law dated July 13, 1973 states that "every government, except a municipal government below first class, is hereby required to insure its properties, with the Fund against insurable risk here-in provided and pay the premiums thereon" thus, requiring us to insure all insurable properties in the office.

2. In this regard, all School Heads are directed to submit **Report on the Physical Count of Property Plant and Equipment** to the District Property Custodian for Consolidation on or before **February 21, 2020**. Only items whose value is above P 15,000.00 be included in this report. District Property Custodians are to submit the Consolidated Report on Physical Count of Property Plant and Equipment to the Property Unit on March 16, 2020. This will be our basis in the preparation of Property Inventory Form that the office will submit to the GSIS. District Property Custodians are to consolidate the report from schools.

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

TO BE POSTED IN THE WEBSITE