


REGION: 10
 SDO: MALAYBALAY CITY
 SCHOOL:

Particulars/Details	Amount	2018				2019				2020				2021				2022		
		Delivery Receipt		Property Transfer Report		Delivery Receipt		Property Transfer Report		Delivery Receipt		Property Transfer Report		Delivery Receipt		Property Transfer Report		Delivery Receipt	Property Transfer Report	
		DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE

Prepared by:

Noted by:

School Property Custodian

School Head 

2023-79041

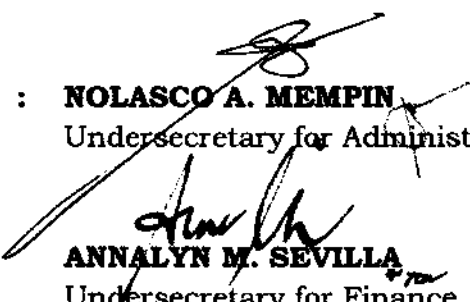


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

JOINT MEMORANDUM

**TO : REGIONAL SUPPLY OFFICERS
DIVISION SUPPLY OFFICERS
SCHOOL PROPERTY CUSTODIANS
FINANCE OFFICERS**

FROM : NOLASCO A. MEMPIN
Undersecretary for Administration


ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : INVENTORY ACCOUNTS DELIVERED TO RECIPIENT SCHOOLS

DATE : 08 AUGUST 2023

This refers to the overstated inventory accounts due to non-derecognition of centrally procured items despite delivery to various recipient offices and schools.

In order to address the overstatement of the inventory accounts, **Regional/Division Supply Officers and School Property Custodians** are requested to comply with the following requirements needed to properly validate the centrally procured DCP and Learning Resources they received from January 01, 2018 to December 31, 2022.

1. The SDO/School Property Custodian shall input the needed information, such as the items received, the corresponding date and number of Delivery Receipt, and Property Transfer Report, if any, in the attached **Annex A**.
2. Using the link below, the SDO/School Property Custodian shall locate the folder with their respective Region and/or SDO and upload the accomplished Annex A in excel format. In the same folder, scanned copies of the pertinent Delivery Receipts (DR) and Property Transfer Reports (PTR) must be uploaded.
<https://bit.ly/SDOInventoryAccounts>.
3. Likewise, all Finance Officers are requested to monitor the sheet and immediately update their respective books of accounts.
4. All are requested to accomplish the said form on or before August 11, 2023 (Friday).

5. For questions/clarifications about the form, please contact **Dir. Tara Triztina Rama**, Education Programs Management Office, via email address: tara.rama@deped.gov.ph, or via landline at (02) 8637-4211. All other concerns may be directed to **Mr. Albert Alano**, Chief Administrative Officer, Asset Management Division, via email address: albert.alano@deped.gov.ph, or via landline at (02) 8635-0551 / (02) 8633-7217.

For strict compliance, please.

Cc: **Dir. Tara Triztina Rama**, Education Programs Management Office
Mr. Albert Alano, Chief Administrative Officer, Asset Management Division
Ms. Wilma Elcanir, Accountant IV, Accounting Division