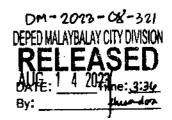


Bepartment of EducationREGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY



| DIVISION | MEMORA | NDUM |
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NO. 321 , s. 2023

TO: Aliena S. Dajay, CESE, Assistant Schools Division Superintendent

CID and SGOD Chiefs

School Heads

School Property Custodians School ICT Coordinators All others concerned

FROM:

CHERRY MAE LIMBACO-REYES, Ph.D., CESO V

Schools Division Superintendent

DATE:

AUGUST 14, 2023

RE:

LIST OF ITEMS RECEIVED DIRECTLY FROM CENTRAL OFFICE

SUCH AS DCP AND LEARNING RESOURCES FROM JANUARY 1,

2018 TO DECEMBER 31, 2022

- 1. School Property Custodians are directed to comply with the following requirements needed to properly validate the centrally procured DCP and Learning Resources for the period January 1, 2018 to December 31, 2022.
- 2. Fill out the attached excel form and scan copies of Delivery Receipts (DR) and Property Transfer Reports (PTR) and upload the same in the folder REGION X provided in https://bit.ly/SDOInventoryAccounts
- 3. Queries regarding this may be relayed to DARVY C. DAGUIMOL through phone number 09913739115.

TO BE POSTED ON THE WEBSITE



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094 Email: malaybalay.city@deped.gov.ph



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 Tra |
| | | DATE | NUMBER | DATE | NUMBER | DATE | NUMBER | DATE |
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Prepared by:

Noted by:

School Property Custudian

School Head



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. sevill

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 Eleanir, Accountant IV, Accounting Division