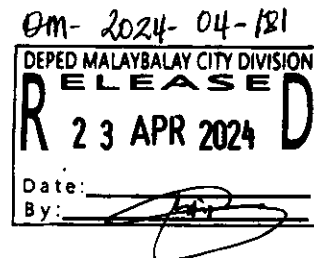




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 181 s. 2024

**TO : Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads
School Property Custodians**

**FROM : CHERRY MAE LIMBACO – REYES
Schools Division Superintendent**

**SUBJECT : RECOMMENDATION OF THE COMMISSION ON AUDIT IN
AOM No. 2024-006 (2023) DATED FEBRUARY 28, 2024**

DATE : April 22, 2024

AOM No. 2024-006 (2023) dated February 28, 2024; the Commission on Audit recommended School Property Custodians to safeguard the properties of the school.

Ensure that properties that are directly delivered to the schools and not coursed through the Division Office will be immediately communicated and that a copy of supporting documents such as Delivery Receipts and Property Transfer Reports should be submitted to the Property Unit of this Division.

Immediately issue Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip for PPEs and Semi-expendable Inventories that are not yet supported by PAR/ICS to establish property accountabilities and update them at least every three years or upon change of accountability.

To facilitate disposal of unserviceable, Prepare Inventory and Inspection Report of Unserviceable Semi-Expendable Properties (IIRUSP) and Inventory and Inspection Report of Unserviceable Properties and submit the same to the Property Unit in the division for proper action.

School Heads are also directed to ensure adequate measures are practiced by the School Property Custodians to safeguard the properties of the schools.

TO BE POSTED IN THE WEBSITE

