Republic of the Philippines

# DEPARTMENT OF EDUCATION

Region VII, Central Visayas

# DIVISION OF BOHOL

City of Tagbilaran

# 2019 Division Annual Physical Checking

**And Inventory of School Property**

**SECONDARY-SHS**

**SCIENCE & MATHEMATICS EQUIPMENT**

**NSTIC- (National Science Teaching Instrumentation Center)**

**Multi Focus Corporation**

# NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Property Custodian

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Principal

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Schools District Supervisor/Principal

The Teacher-In-Charge of taking care of the School Property during the long

vacation should not leave his/her station without prior permission

from the Schools Division Superintendent

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**xxxxxxxxxxxxxxxxxxxx**

**xxxxxxxxxxxxxx**

**xxxxxxxxxxx**

**xxxxxxx**

**xxxx**

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| --- | --- | --- | --- | --- |
| QTY. REC’D. | QTY. ON HAND | LOSSES/CONDEM. | TITLE | UNIT PRICE |
|  |  |  |  |  |  | **A. SCIENCE EQUIPMENT: (Package 2)** |  |
|  |  |  |  |  |  | Storage Cabinet (Biology) |  |
|  |  |  |  |  |  | Storage Cabinet (Chemistry) |  |
|  |  |  |  |  |  | Storage Cabinet (Physics) |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

 I hereby certify that I have physically checked properly therein one (1) page and that the same is found in the District/Municipality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , all covered by valid receipts. I personally assumed money responsibility for all the property which I produce or account who requested to do so by higher authority. I know that in accepting receipts for the property under the charges of teacher and other employee directly responsible to me. I am hereby accepting full responsibility for the property covered therein and am liable for all shortages arising in the future.

 APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 2019, as to entries in the first column.

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| --- | --- | --- |
|  |  |  |
| Property Custodian |  | Principal |
|  |
|  |  | Schools District Supervisor |  |  |