



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

February 12, 2020

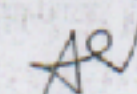
DIVISION MEMORANDUM

No. 077, s. 2020

TO: Assistant Schools Division Superintendents
Education Program Supervisors
Schools District Supervisors/OIC PSDS
Elementary and Secondary School Principals
District, Elementary and Secondary School Property Custodians
District Bookkeeper & all others concern

**SCHOOL YEAR 2019-2020 CROSS CHECKING OF RECORDS OF SCHOOL
PROPERTY, EQUIPMENT AND SCHOOL BUILDINGS FOR ELEMENTARY
AND SECONDARY SCHOOL**

1. This Office announces the schedule of SY 2019-2020 Cross Checking of Inventory Forms of Property, Plant and Equipment for Elementary and Secondary School in preparations of Annual Physical Checking and Inventory of school properties as follows:
 - ESA 1 = February 17-21, 2020
 - ESA 2 = February 24-28, 2020
 - ESA 3 = March 5-9, 2020
2. The venue for Cross-Checking of Property will be at the Property Section of the New Schools Division Office Building, New Capitol Site, Cogon district, Tagbilaran City.
3. It is understood that the classes of Property Custodians will be handled by other teachers on the respective schedule only.
4. District/Secondary School Property Custodians shall bring along with them the Memorandum Receipts/Acknowledgement Receipts for all property/equipment delivered to schools from DepEd Central, Regional & Division Offices including the purchases from the Provincial and Municipal School Board Funds and other pertinent documents relevant to the delivery of materials and equipment.
5. Travelling expenses shall be chargeable against the local/School MOOE Funds subject to accounting and auditing rules and regulations.
6. For information, guidance and compliance of all concerned.


BLANITA A. DAGATAN, EdD, CESO V
Schools Division Superintendent

