



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

**Office of the Schools Division
Superintendent**

March 11, 2020

DIVISION MEMORANDUM
No. 132 s. 2020

**2020 DIVISION ANNUAL PHYSICAL INVENTORY AND CONDEMNATION
OF SCHOOL PROPERTY, EQUIPMENT AND SCHOOL BUILDINGS
INCLUDING FINANCIAL AUDIT OF SCHOOL FUNDS AND SCHOOL MOOE**

TO: Assistant Schools Division Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
District Elementary and Secondary Custodians/Bookkeepers
All Other Concerned

1. Attached (**Annex 1**) is the schedule of the “2020 Division Annual Physical Inventory and Condemnation of School Property, Equipment and School Buildings including Financial Audit of School MOOE and other school funds.” which shall be conducted by this Office authorized representatives. Request for change of schedule will not be entertained.
2. All books distributed to Primary and Elementary Schools shall be accounted by the District Property Custodian in their respective schools and will no longer be brought to the district office during the Division Annual Physical Checking of Properties as scheduled.
3. All schools - Elementary and Secondary shall submit Inventory on Status of School Site which will be collected during their schedule of Annual Physical Inventory. (**Annex 2.**)
4. All Elementary and Secondary School Property Custodians shall prepare Inventory of Semi-Expendables Supplies/Equipment procured through MOOE. District Property Custodians should conduct actual inventory of the Semi-Expendables Supplies/Equipment procured from MOOE. The following property forms shall be kept:
 - a. Stock Cards (See Appendix 58)



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- b. Inventory Custodian Slip (See Appendix 59)
- c. Requisition and Issue Slip (See Appendix 63)
- d. Report of Supplies and Materials Issued (See Appendix 64)
- e. Property Acknowledgement Receipt (See Appendix 71)

File copy of the said forms will be checked during the District's schedule.

5. It is desired that all types/classes of school properties should be ready for Physical checking as per schedule to preclude unnecessary delays and expenses. There will be a condemnation of unserviceable school properties such as equipment, books, school building, science/laboratory equipment, TVL equipment and ICT equipment. For demolished School Building, the Inventory and Inspection Report of Unserviceable Property (General Form No. 17(A) will be submitted during the Physical Checking. Teachers who are in-charge of Science/Laboratory equipment, TVL equipment and ICT equipment should be present during the physical count of items. Payments of losses must be properly receipted by authorized personnel. **(Annex 3)**
6. Financial Audit of school funds should be taken charged by the District Bookkeepers **(Elementary Level – Annex 4)** to strengthen internal control of various school funds. The following are the list of school fund for audit (Secondary Level):
 1. School Publication
 2. School Canteen /YECS
 3. SSG
 4. BSP/GSP
 5. Red Cross/Anti TB
 6. PTA
 7. STEP
 8. SH MOOE
 9. Other School fund if any
7. Signing of SY 2019-2020 Administrator's Clearance on Property Accountability/Financial Accountability shall be done right after the physical inventory.
8. All PSDS, Principals, Head Teachers, SIC and TIC who transferred to another school/district should return borrowed properties to the School Property Custodian prior to the issuance of School Clearance. "No return of borrowed property, no clearance will be issued". Failure to comply shall be dealt with accordingly.
9. The members of the Physical Checking Team are as follows

Chairwoman:	LILIAN M. BALORIA
Vice Chairman:	FERMIN M. ALBUTRA
Members :	
Financial Audit Representatives:	JUSTINA T. ARAC MARLON G. LACIA
Collection Representatives:	VILMA L. DIEZ MARK ANTHONY ARANETA



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ICT Representative:

WILSON MANDIN
CIPRIANO QUICHO
ANTONIO MANLIGUEZ
PERCEIVAL D. DELARMENTE

10. Travelling expenses incurred by the district property custodians and district bookkeepers relative to the conduct of this activity shall be chargeable against School MOOE while travelling and per diem of the members of the Physical Checking Team shall be charged to Division MOOE or local funds subject to usual auditing rules and regulation.
11. Immediate dissemination and compliance of this Memorandum is directed.


BIANITO A. DAGATAN, Ed. D., CESO V
Schools Division Superintendent



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SCHEDULE OF ANNUAL PHYSICAL INVENTORY 2020

DATE	ELEMENTARY	SECONDARY
April 1, 2020	Sevilla CES	Sevilla NHS, Cambague Norte NHS
		Bayawahan HS, Loboc NHS
April 2, 2020	Sikatuna CES	Sikatuna NHS, Oy HS - Loboc
	Corella CES	Corella NHS, Canangcaan IS
April 3, 2020	Danao CES	Danao NHS, Cantubod HS, Francisco Dagohoy NHS
		Taming HS, San Jose NHS-Inabanga North
April 6, 2020	Sagbayan CES	San Agustin NHS, Clemente Borja HS, Ubujan IS,
		Canmaya Diot HS, Dagnawan HS-Inabanga North
April 7, 2020	Catigbian CES	Catigbian NHS, Mantacida NHS, Hagbuaya HS,
		Hguilanan HS, Japer MHS - Sagbayan
April 13, 2020	Getafe CES	Handumon NHS, Pandanon HS, Cabul-an HS- Buenavista
		Cuaming HS- Inabanga North
April 14, 2020		Tulang NHS, Mahanay IS, Zosimo Gulle MHS,
		Sto. Niño HS-Talibon
	OVERNIGHT	
April 15, 2020	Buenavista CES	Cangawa NHS, Lubang HS
		Campao Oriental NHS-Getafe
April 16, 2020	Mabini CES	San Roque NHS, Concepcion NHS, Lungsodaan HS
		Tangkigan HS, Abaca IS
	OVERNIGHT	
April 17, 2020	Alicia CES	Alicia TVHS, La Hacienda NHS, Cayacay HS
April 20, 2020	Ubay 3 CES	San Pascual Agr'I NHS, Don Aguedo Maboloc MHS
		Hambabauran HS, Bulilis HS
	Ubay 1 CES	Camambugan NHS, Ubay Science NHS, Tubog IS,
		Erico Aumentado HS
April 21, 2020	Ubay 2 CES	Biabas TVHS, Cagting HS, Tapal IS, Union NHS,
		San Jose HS-Mabini, Gaus HS CPG,
	OVERNIGHT	
April 22, 2020	CPG CES	Aguining NHS, Inocencio B. Mendez MHS,
		Bonbonon HS, Campamanog HS, Basiao HS,
		San Jose IS, Sto. Rosario IS
April 23, 2020	Carmen West CES	Katipunan NHS, Amb. Pablo A. Suarez HS Jr., Pedro Budiongan HS
		Francisco Adlaon HS, Vallehermoso HS
April 24, 2020	Carmen East CES	Isabel Gujol MHS, Plicronio S. Dano HS, Valeriano Acas HS
		Francisco F. Ramasola MHS, Eugenio V. Amores HS-Sagbayan
April 27, 2020	Sierra Bullones CES	Sierra Bullones TVHS, Dusita NHS, Nan-od HS
		Bugsoc HS, Calabacita NHS - Jagna
	OVERNIGHT	
April 28, 2020	Pilar CES	Pilar TVHS, San Isidro TVHS, Estaca IS, Katipunan HS -Alicia
April 29, 2020	Balilihan CES	San Roque IS, Hanopol NHS, Cong. Pablo Malasarte MHS
April 30, 2020	Maribojoc CES	Busao NHS, Pagnitoan NHS
	Cortes CES	Fatima NHS, Lourdes HS, De lapaz HS
May 4, 2020	Inabanga North CES	Inabanga NHS, Inabanga North IS
	Inabanga South CES	Southern Inabanga HS, Panghagban NHS-Buenavista
May 5, 2020	Clarin CES	Nahawan NHS, Danahaw IS, Clarin SFNHS
	Tubigon East CES	Cawayanan NHS-Tubigon
May 6, 2020	Panglao CES	Lourdes NHS, Felix Bompat HS
	Dauis CES	Biking TVHS, Dauis HS, Tabalong NHS
May 7, 2020	Dagohoy CES	Dagohoy NHS, San Miguel Puertos HS, Mahayag NHS-San Miguel
May 8, 2020	Batuan CES	Quezon NHS, Batuan NHS, Rizal HS
May 11, 2020	Baclayon CES	Baclayon NHS, Pamilacan HS
	Albuquerque CES	San Roque NHS
May 12, 2020	Dimiao CES	Dimiao NHS
	Lila CES	Lila NHS
	Loboc CES	Camayaan NHS
	Loay CES	Hinawanan HS
May 13, 2020	Talibon I CES	Sikatuan Agr'I HS, San Isidro HS

DATE	ELEMENTARY	SECONDARY
	Talibon II CES	Ponciano Leoligao HS, San Jose NHS
	OVERNIGHT	
May 14, 2020	Hingotanan ES	Hingotanan NHS, Ponciano E. Padin HS, Maomawan IS
		Cataban HS, Calituban HS, Mayor Catalino Casoyla MHS
	OVERNIGHT	
May 15, 2020	Trinidad CES	Kauswagan NHS, Hinlayawan NHS, Kinan-oan NHS, Pres. Carlos P. Garcia MHS-Talibon
May 18, 2020	Tubigon West CES	Bagongbanua HS, Tubigon West Central HS
May 19, 2020	Calape CES	Fermin Tayabas NHS, Mayor A. Tuazon SFHS, Calape HS, Pangangan NHS
May 20, 2020	Loon North CES	Cabilao NHS, Sandingan NHS
	Loon South CES	Loon South NHS
May 21, 2020	Candijay CES	Anoling HS, Tambongan NHS, La Union NHS, Cogtong HS Candijay NHS, Candijay Municipal HS
	OVERNIGHT	
May 22, 2020	Anda CES	Badiang NHS, Candabong NHS, Anda HS
May 25, 2020	Guindulman CES	Guinacot NHS, Catungawan HS, Mayuga NHS
May 26, 2020	Duero CES	Duero HS, Guinsularan NHS
May 27, 2020	Jagna CES	Lonoy Heroes MHS, Tubod Monte HS, Faraon NHS Jagna HS, Bangwalog HS - Duero
May 28, 2020	Garcia Hernandez CES	Tabuan NHS, Garcia Hernandez NHS, Cambuyo HS
	Valencia CES	Valencia TVHS
May 29, 2020	San Miguel CES	San Miguel TVHS, Bugang NHS, San Sebastian Jala MHS
June 1, 2020	Bilar CES	Bilar NHS, Campagao HS, Canhayupon NHS-Dimiao Pablo O. Lim MHS-Valencia
June 2, 2020	San Isidro CES	San Isidro NHS, Candungao HS, Cabanugan HS, Cambansag HS
June 3, 2020	Antequera CES	Canlaas HS, Bantolinao NHS, Tupaz HS, Gov. Jacinto Borja MHS - Loon
June 4, 2020	Bien Unido CES	Pres. C.P.G. TVHS, Modesto Autida NHS, Tagum Sur NHS-Trinidad, Soom IS-Trinidad

INVENTORY CUSTODIAN SLIP

Entity Name: _____

Fund Cluster : _____

ICS No : _____

Quantity	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			

<p>Received from:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Position/Office</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	<p>Received by:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Position/Office</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
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REQUISITION AND ISSUE SLIP

Entity Name : _____				Fund Cluster : _____			
Division : _____			Responsibility Center Code : _____				
Office : _____			RIS No. : _____				
<i>Requisition</i>				<i>Stock Available?</i>		<i>Issue</i>	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
Purpose: _____							
	Requested by:	Approved by:	Issued by:	Received by:			
Signature :							
Printed Name :							
Designation :							
Date :							

PROPERTY ACKNOWLEDGMENT RECEIPT

Entity Name : _____
Fund Cluster: _____

PAR No.: _____

Quantity	Unit	Description	Property Number	Date Acquired	Amount

<p>Received by:</p> <p>_____</p> <p>Signature over Printed Name of End User</p> <p>_____</p> <p>Position/Office</p> <p>_____</p> <p>Date</p>	<p>Issued by:</p> <p>_____</p> <p>Signature over Printed Name of Supply and/or Property Custodian</p> <p>_____</p> <p>Position/Office</p> <p>_____</p> <p>Date</p>
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INVENTORY OF STATUS ON SCHOOL SITE

NAME OF SCHOOL	DISTRICT	STATUS		IF DONATED			REMARKS
		DONATED	USUFRACT	with TITLED	for TITLING	NO ACTION	

Certified true and correct:

School Head

