



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

Office of the Schools Division
Superintendent

June 8, 2022

DIVISION MEMORANDUM

No. 0404, s. 2022

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 Administrative Officers and Bookkeepers
All others concern

**SCHOOL YEAR 2021-2022 CROSS CHECKING OF RECORDS OF SCHOOL PROPERTY,
EQUIPMENT AND SCHOOL BUILDINGS FOR ELEMENTARY AND SECONDARY
SCHOOLS**

1. This Office announces the schedule of SY 2021-2022 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 = June 20-24, 2022
ESA 2 = June 27-30, 2022
ESA 3 = July 4-8, 2022

2. The venue for Cross-Checking of Property will be at the Old Division Office, under the grandstand of the CPG Complex, 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.


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



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

