



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

**Office of the Schools Division
Superintendent**

June 13, 2023

DIVISION MEMORANDUM
No. 0401 s. 2023

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Chiefs, CID/SGOD
Public Schools District Supervisors/Acting PSDS
Secondary and Elementary School Principals/ School Heads
District Administrative Officer II
Secondary Administrative Officer II
Secondary School Property Custodian
District Property Custodian

**2023 DIVISION ANNUAL PHYSICAL INVENTORY AND CONDEMNATION OF SCHOOL PPE AND
SEMI-EXPENDABLE PROPERTY INCLUDING, FINANCIAL AUDIT OF SCHOOL FUNDS AND
PERSONNEL AUDIT**

- 1) Attached is the schedule of the “2023 Division Annual Physical Inventory and Condemnation of School PPE and Semi-expendable Property including, Financial Audit of School Funds and Personnel Audit.
- 2) All books and self-learning modules distributed to Primary and Elementary Schools shall be accounted by the District Property Custodian in their respective schools and will no longer required to be brought to the district office on its respective schedule of the Physical Inventory.
- 3) It is desired that all types of PPE and Semi-expendable Property together with its Inventory Custodian Slip (ICS), Property Acknowledgement Receipt (PAR) and all Property Cardings should be ready for Physical Checking as per schedule to preclude delays and expenses.
- 4) District and Secondary School Property Custodians shall prepare three (3) copies of Report of Physical Count of Property, Plant and Equipment (RPCPPE), Report of Physical Count of Semi-expendable Property (RPCSP) as of June 30, 2023, and for condemnation, four (4) copies of Inspection and Inventory Report of Unserviceable Property (IIRUP), Inventory Report of Unserviceable Semi-expendable Property (IIRUSP) and Waste Materials Report (WMR) if applicable. These reports shall be submitted on the scheduled Physical Inventory of the school or district. However, the softcopy of the RPCPPE and RPCSP should be forwarded in the given link before the respective schedule of the said inventory.
- 5) Payment of losses must be properly received by authorized personnel.



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6) To strengthen internal control of various school funds, Financial Audit of school funds should be taken charged by the District Bookkeepers. The following are the list of school funds for audit:

- | | |
|-----------------------|------------------------------|
| 1. School Publication | 5. Red Cross / Anti TB |
| 2. School Canteen | 6. PTA |
| 3. SSG/SB | 7. STEP |
| 4. BSP/GSP | 8. Other School Funds if any |

7) To monitor the manpower management at the district and school level, School Principals and Administrative Officer II shall prepare the following documents for checking:

1. 201 File of Personnel
2. Electronic File of National/Regional/Division and Office Memorandum
3. Monthly Report of Form 7 with supporting documents
4. Monthly Summary of Tardiness and Undertime with Pass Slip
5. Logbook of Personnels' Daily Attendance
6. Records of School Building (File of contract, repair, and other related records)

8) Signing of SY 2022 - 2023 Administrator's Clearance on Property Accountability/Financial Accountability shall be done right after the physical checking.

9) 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 issuance of School Clearance. Failure to comply shall be dealt with accordingly.

10) Below are committee for the 2023 Physical Inventory:

Chairperson : FERMIN M. ALBUTRA

Vice-Chairperson : LILIAN M. BALORIA

Members:

Physical Inventory - AMANDO S. RELAMPAGOS JR.
- CIPRIANO Q. QUICHO
- MARK ANTHONY M. ARANETA
- HERA A. REYES - alternate

Financial - GABINA F. LADARAN, CPA
- MARLON G. LACIA

Cashier - Cashier Representative

Personnel - Personnel Representative

11) Travel, incidental, accommodation expenses and per diem incurred by the Physical Inventory Team shall be charged to Division MOOE.

12) Immediate dissemination and compliance of this memorandum to all concerned is directed.

EVANGEL M. LUMINARIAS, PhD., CESO V
Schools Division Superintendent



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SCHEDULE OF ANNUAL PHYSICAL CHECKING 2023

DATE	ELEMENTARY	SECONDARY
Sept. 11, 2023	Catigbian CES	Catigbian NHS, Mantacida NHS, Hagbuaya HS, Haguilanan HS JAPeR MHS-Sagbayan
Sept. 12, 2023	Balilihan CES	Cong. Pablo Malasarte MHS, San Roque IS, Hanopol NHS Loreto HS-Cortes
Sept. 13, 2023	Loon North CES Loon South CES	Sandingan NHS, Cabilao NHS, Lopez Dano Simbajon HS, Loon South NHS, Loon North HS
Sept. 14, 2023	Calape CES	Calape NHS, Fermin Tayabas NHS, Mayor A.R. Tuazon SFHS, Pangangan NHS Candungao HS-San Isidro
Sept. 15, 2023	Danao CES	Danao NHS, Cantubod NHS, Francisco Dagohoy NHS, Taming NHS San Jose NHS-Inabanga North
Sept. 18, 2023	Sagbayan CES	Eugenio V. Amores MHS, Clemente Borja HS, Ubojan IS, San Agustin NHS, Canmaya Diot HS Dagnawan HS-Inabanga
Sept. 19, 2023	Clarin CES Tubigon East CES	Nahawan NHS, Danahaw IS, Clarin SFNHS Cawayanan HS
Sept. 20, 2023	Tubigon West CES	Tubigon West Central HS, Tubigon West NHS, Bagongbanua HS
Sept. 21, 2023	Talibon I CES Talibon II CES	Sikatuan Agr'I HS, San Isidro HS, Pres. CPG MHS, Ponciano E. Leoligao HS, San Jose NHS, Sto. Niño HS
OVERNIGHT		
Sept. 22, 2023		Hingotanan NHS, Ponciano E. Padin MHS, Cataban HS, Calituban HS, Guindacpan HS, Mayor Catalino Casoyla MHS, Maomawan IS, Modesto Autida HS
Sept. 25, 2023	Dauis CES Panglao CES	Biking TVHS, Dauis NHS, Tabalong NHS Lourdes NHS, Felix Bompat HS
Sept. 26, 2023	Maribojoc CES Cortes CES	Busao NHS, Pagnitoan NHS Fatima NHS, Lourdes HS, De Lapaz HS
Sept. 27, 2023	Baclayon CES	Baclayon HS, Pamilacan NHS
Sept. 28, 2023	Corella CES Sikatuna CES	Corella NHS, Canangaan IS Sikatuna NHS, Oy HS-Loboc
Sept. 29, 2023	Ubay III CES	San Pascual Agr'I NHS, Don Aguedo Maboloc MHS, Hambabauran HS, Bulilis HS, Ricardo O. Boyles MHS
OVERNIGHT		
Oct. 2, 2023	Ubay I CES	Erico Aumentado HS, Camambugan NHS, Ubay Science NHS, Pedro O. Bernales HS, Tapal IS, Tipolo HS
OVERNIGHT		
Oct. 3, 2023	Ubay II CES	Biabas TVHS, Cagting HS, Tapal IS, Union NHS San Jose HS-Mabini, Juanito Paula Cruze MHS-Pres. CPG
OVERNIGHT		
Oct. 4, 2023	Pres. CPG CES	Aguining NHS, Inocencio B. Mendez MHS, Bonbonon HS, Campamanog HS, Basiao HS, San Jose IS, Sto. Rosario IS
Oct. 5, 2023	Bien Unido CES	Pres. CPG TVHS, Nueva Esperanza IS Soom HS-Trinidad, Tagum Sur NHS-Trinidad
Oct. 6, 2023	Trinidad I CES Trinidad II CES	Hinlayagan NHS, Kauswagan NHS, Kinan-oan NHS Guinobatan HS
Oct. 9, 2023	San Miguel CES	San Miguel TVHS, Bugang NHS, Sebastian Jala MHS, Mahayag NHS

DATE	ELEMENTARY	SECONDARY
Oct. 10, 2023	Dagohoy CES Carmen III CES	San Miguel Puertos HS, Dagohoy NHS Katipunan NHS, Amb. Pablo Suarez MHS, Pedro Budiongan HS
Oct. 11, 2023	Carmen I CES Carmen II CES	Vallehermoso HS, Francisco Adlaon NHS, Policronio S. Dano Sr. MHS, Isabel Gujol MHS, Valeriano Ganas HS
Oct. 12, 2023	Pilar CES	Pilar TVHS, San Isidro TVHS, Estaca IS, Catagdaan IS, Lundag IS
Oct. 13, 2023	Sierra Bullones CES	Sierra Bullones TVHS, Dusita NHS, Nan-od HS, Bugsoc HS, Calabacita HS - Jagna Cambuyo HS - Garcia-Hernandez
Oct. 16, 2023	Batuan CES	Batuan NHS, Quezon NHS, Rizal HS Campagao HS - Bilar
Oct. 17, 2023	Bilar CES	Bilar NHS Canhayupon NHS - Dimiao Mayor Pablo O. Lim MHS - Valencia
Oct. 18, 2023	Sevilla CES	Sevilla NHS, Cambagui-Calinginan Norte HS, Bayawahan HS Loboc NHS
Oct. 19, 2023	Getafe I CES	Handumon NHS, Pandanon HS Cabul-an HS - Buenavista Cuaming HS - Inabanga
OVERNIGHT		
Oct. 20, 2023	Getafe II CES	Tulang NHS, Mahanay HS Zosimo Gulle MHS - Talibon
Oct. 23, 2023	Buenavista I CES Buenavista II CES	Cangawa NHS, Lubang NHS Campao Oriental HS - Getafe
Oct. 24, 2023	Inabanga North CES Inabanga South CES	Inabanga NHS, Inabanga North IS Southern Inabanga NHS, Panghagban HS - Buenavista
Oct. 25, 2023	Albuquerque CES Loay CES	San Roque NHS Hinawanan NHS
Oct. 26, 2023	Guindulman CES Duero CES	Guinacot NHS, Catungawan HS, Mayuga NHS Guinsularan NHS
Oct. 27, 2023	Jagna CES	Faraon NHS, Lonoy Heroes NHS, Tubod Monte HS, Jagna HS, Bangwalog HS
Nov. 6, 2023	Garcia-Hernandez CES Valencia CES	Garcia-Hernandez HS, Tabuan NHS Valencia TVHS Anoyon HS - Valencia
Nov. 7 2023	San Isidro CES	San Isidro NHS, Cabanugan HS, Cambansag HS
Nov. 8, 2023	Antequera CES	Bantolinao NHS, Canlaas HS, Tupaz HS Gov. Jacinto Borja HS - Loon North
Nov. 9, 2023	Loboc CES Lila CES Dimiao CES	Camayaan NHS Lila NHS Dimiao NHS
Nov. 10, 2023	Alicia CES	Alicia TVHS, La Hacienda NHS, Cayacay HS, Katipunan HS
Nov. 13, 2023	Mabini CES	San Roque NHS, Concepcion NHS, Lungsodaan HS, Tangkigan IS, Abaca IS
Nov. 14, 2023	Candijay CES	Candijay NHS, Anoling HS, Tambongan NHS, La Union NHS, Candijay Municipal HS, Cogtong HS
OVERNIGHT		
Nov. 15, 2023	Anda CES	Candabong NHS, Badiang NHS, Anda HS