

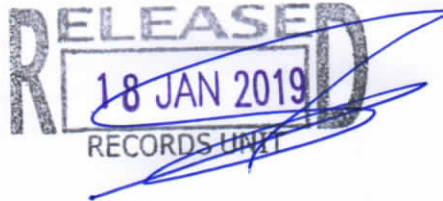


National Capital Region  
**SCHOOLS DIVISION OFFICE**  
**Marikina City**

*Shoe Ave., St., Sta. Elena, Marikina City*

DIVISION OF CITY SCHOOLS January 16, 2019  
MARIKINA

**DIVISION MEMORANDUM**  
No. 017 s. 2019



**SCHEDULE OF YEAR-END INVENTORY of ALL NATIONAL, MOOE  
and LOCAL PROPERTY PLANTS and EQUIPMENTS**

**Chief, SGOD & CID**  
**Division Administrative Officer**  
**Elementary /Secondary School Principals/Officer-In-Charge**  
**School Property Custodian (Elementary & Secondary)**  
**Public Schools Only**

1. Enclosed is the routine schedule of the Physical Checking starting **January 21-31, 2019** of the Inventory Team.
2. In order to facilitate the checking, it is advised that all necessary papers/documents be ready with the last Year's Inventory Report signed by the Superintendent for counter checking. Proper labelling of properties should also have been made.
3. All Physical Inventory Team Members will assemble at the Division Office at exactly **8:00 a.m.** for every scheduled date of inspection. The Division service vehicle **SJS 371** shall be used by the Inventory Team for the whole duration of Physical Checking.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**JOEL T. TORRECAMPO**  
Officer-In Charge

Office of the Schools Division Superintendent

Incl: As Stated

**Routine Schedule of the Physical Checking**

<b>Date</b>	<b>Schools</b>		
Jan. 21	MALNHS	MALES	HBES
Jan. 22	KES/KNHS	SMES	KMES
Jan. 23	IVES	SRNHS/SRES	LVES/JDLNHS
Jan. 24	NES	NHS	MSHS
Jan. 25	MHHS	SNES/SNNHS	Sta Elena HS
Jan. 28	BES/BNHS	THS	MES
Jan. 29	CIS ES	CISHS	CES
Jan. 30	PES	PHS	MHS
Jan. 31	SSS ES	FES/FHS	Div. Office

**PHYSICAL INVENTORY TEAM**

Mr. Claro L. Capco  
 Mrs. Anna Marie Exequiel  
 Representative from ICT Unit  
 Representative from Accounting Unit  
 Representative from SGOD  
 Representative from Division Medical Staff  
**Representative from Division COA**  
 Timoteo R. Paño  
 Allen Marin  
 Ruthie Eriga  
 Edwin Sta. Maria  
 Johnny Joarquin, School Custodian –MHS, District II  
 Alvin Glen Bernabe- School Custodian Mal ES, District I  
 Jose Dizon (Driver)

**Guidelines on Inventory Checking:**

1. Preparation of Report on Physical Count of Property Plant and Equipment using Form 73 (GAM). The Inventory Committee shall prepare the PPE report by type such as Technical and Scientific equipment, office equipment per cards and per count and shortage/excess, if any. Certified correct and approved by the Head of Office.
2. During inventory –taking, the Inventory Committee shall check against the stock card/property card, last year approved Inventory Report and the latest Inventory Report. Consist of three (3) members per service center.
3. All discrepancies between physical inventory and property/accounting records must be reconciled immediately.
4. For the equipment, the property shall be labelled and identified by the inventory committee. Inventory labels of such equipment contain the individual property number to be provided by the school concerned.
5. Inventory team will collect and submit to the Office of the Schools Division Superintendent the Report Daily for Approval of the Head of Agency for submission to the COA.

**REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT**

(Type of Property, Plant and Equipment)

As at \_\_\_\_\_

Fund Cluster : \_\_\_\_\_  
 For which (Name of Accountable Officer) \_\_\_\_\_ (Official Designation) \_\_\_\_\_ (Entity Name) \_\_\_\_\_ is accountable, having assumed such accountability on (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

Certified Correct by:

Approved by:

Verified by:

\_\_\_\_\_  
 Signature over Printed Name of  
 School Inventory Committee/or  
 Incharge of Service Center/or  
 Property Custodian

\_\_\_\_\_  
 Signature over Printed Name of  
 Agency/Entity or Authorized Representative

\_\_\_\_\_  
 Signature over Printed Name of  
 Inventory Team Representative

DepED  
NATIONAL CAPITAL REGION  
Division of Marikina City

**CERTIFICATION**

This is to certify that WE/I received and physically checked from \_\_\_\_\_ Principal, of \_\_\_\_\_ School the total on hand of the following National/Deped MOOE/Donated Property/SEF Property Inventory of the school service centers:

1. HE
2. Feeding
3. Nutripan
4. Clinic
5. Computer Room
6. DRR
7. Principals Office
8. Sports
9. Journalism
10. Science Room
11. Pre School
12. Clinic

**Prepared and Submitted by: SCHOOL PROPERTY CUSTODIAN**

**CERTIFIED CORRECT: PRINCIPAL**

**Division Inventory Team Member/s:**

\_\_\_\_\_  
Verified true and correct: \_\_\_\_\_ Concurring by: \_\_\_\_\_

Admin. Officer IV, Supply Unit

Div. Administrative Officer V

**ANNA MARIE P. EXEQUIEL**

**CLARO L. CAPCO**

APPROVED BY:

**JOEL T. TORRECAMPO**  
Officer-In-Charge

Office of the Schools Division Superintendent