DIVISION OF CITY SCHOOLS
MARIKINA

DIVISION MEMORANDUM
No. 077 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

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<tr>
<th>Date</th>
<th>Schools</th>
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<tr>
<td>Jan. 21</td>
<td>MALNHS</td>
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<td>Jan. 22</td>
<td>KES/KNHS</td>
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<td>Jan. 23</td>
<td>IVES</td>
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<td>Jan. 24</td>
<td>NES</td>
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<td>Jan. 25</td>
<td>MHHS</td>
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<td>Jan. 28</td>
<td>BES/BNHS</td>
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<td>Jan. 29</td>
<td>CIS ES</td>
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<td>Jan. 30</td>
<td>PES</td>
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<td>Jan. 31</td>
<td>SSS ES</td>
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<td>MALES</td>
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<td>SMES</td>
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<td>SRNHS/SRES</td>
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<td>NHS</td>
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<td>SNES/SNNHS</td>
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<td>THS</td>
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<td>Div. Office</td>
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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 ____________________________ is accountable, having assumed such accountability on ____________________________

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<thead>
<tr>
<th>ARTICLE</th>
<th>DESCRIPTION</th>
<th>PROPERTY NUMBER</th>
<th>UNIT OF MEASURE</th>
<th>UNIT VALUE</th>
<th>QUANTITY per PROPERTY CARD</th>
<th>QUANTITY per PHYSICAL COUNT</th>
<th>SHORTAGE/OVERAGE</th>
<th>REMARKS</th>
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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 School Head of Agency/Entity or Authorized Representative

Signature over Printed Name of Inventory Team Representative
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:                  Concurred by:

ANNA MARIE P. EXEQUIEL               CLARO L. CAPCO
Admin. Officer IV, Supply Unit                Div. Administrative Officer V

APPROVED BY:

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent