



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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January 14, 2020

DIVISION MEMORANDUM

No. 010 s. 2020

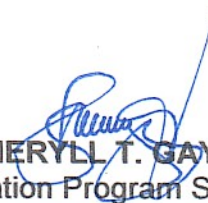
TO: **OIC, Office of the Assistant Schools Division Superintendent
Chief, SGOD & CID
Elementary /Secondary School Principals/Officer-In-Charge
Designated School Property Custodian (Elementary & Secondary)
Public Schools Only**

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT
RELEASED
JAN 15 2020 Time: 10:17
By: _____

**SCHEDULE OF 2019 YEAR-END INVENTORY of ALL NATIONAL, MOOE
and LOCAL PROPERTY PLANTS and EQUIPMENTS**

(SERVICEABLE AND UNSERVICEABLE PROPERTY)

1. Enclosed is the routine schedule of the Physical Checking starting *January 21-29, 2020* 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.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In Charge
Office of the Schools Division Superintendent

Incl: As Stated

Routine Schedule of the Physical Checking

Jan 21	Jan 22	Jan 23	Jan 24	Jan 27	Jan 28	Jan 29
MES	IVES	SSSES	MALNHS	NHS	KMES	PES
KNHS	SRNHS	SSSNHS	MALES	NES	SNNHS	PHS
KES	SRES	SMES	CES	BES	SNES	MHS
MHS	LVES	FES	KMES	BNHS	CISES	LRMDS
Sta Elena HS	JDPNHS	FHS	MHHS	THS	CISHS	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
 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.

Enclosure to Division Memorandum No. _____ s. 2020

**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 | 7. Principal's Office |
| 2. Feeding | 8. Sports |
| 3. Nutripan | 9. Journalism |
| 4. Clinic | 10. Science Room |
| 5. Computer Room | 11. Pre School |
| 6. DRR | 12. Clinic |

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

CERTIFIED CORRECT: **PRINCIPAL**

Division Inventory Team Member/s:

Verified true and correct:

ANNA MARIE P. EXEQUIEL
Admin. Officer IV, Supply Unit

Concurred by:

CLARO L. CAPCO
Div. Administrative Officer V

Recommending Approval:

ELISA O. CERVEZA
Chief, CID
Office of the Schools Division Superintendent

APPROVED BY:

SHERYLL T. GAYOLA
Officer-In-Charge
Office of the Schools Division Superintendent