



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



February 5, 2013

DIVISION MEMORANDUM

No. 76, s. 2013

**SCHEDULE OF PHYSICAL INVENTORY OF ALL NATIONAL SCHOOL
PROPERTIES WITHIN THE DIVISION OF CEBU PROVINCE**

To: District Supervisors / OIC
Secondary School Heads
Property Custodians

1. The Division of Cebu Supply Section Personnel will conduct the yearly Physical Inventory of all national school properties according to the schedule specified below.

April 8-12, 2013- TEAM A- Bantayan Island: Sta. Fe CES, Sta. Fe NHS, Kinatarcan NHS, Hilantagan NHS, Bantayan I CES, Bantayan NHS, Bantayan II CES, Doong NHS, Patao NHS, Madridejos CES, Madridejos NHS, San Agustin NHS

TEAM B- Camotes Island: Pilar NHS, Pilar CES, Dapdap NHS, Lanao NHS, Don Filomeno Torres MNHS, Tudela CES, Puertobello NHS, Puertobello NHS- Ext Pob., Poro CES, Zosimo Fabroa MNHS, Luciano B. Rama MNHS, San Jose NHS, San Francisco CES, Camotes NHS, Santiago NHS, Consuelo NHS, Cabonga NHS, Lorenzo C. Tanza MNHS

A training of all schools/districts and secondary schools Property Custodians, together with the concerned school head shall be held at the following schedules and venues to be conducted by the Supply Officer and company for Team B only.

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| April 8, 2013- | Pilar Central School (including secondary schools) |
| April 9, 2013- | Tudela Central School (including secondary schools) |
| April 10, 2013- | Poroc Central School (including secondary schools) |
| April 11, 2013- | San Francisco Central School (including secondary schools) |
| April 15-19, 2013- | <p>TEAM A- Cordova CES, Cordova NHS, Consolacion CES, Tayud NHS, Tugbongan NHS, Tolotolo NHS, Pulpogan NHS, Consolacion Day & Night NHS, Jugan NHS, Lanipga NHS, Garing NHS, Cabangahan NHS, Liloan CES, Liloan NHS, Arcelo MNHS (day & night), Lataban NHS, Compostela CES, Compostela NHS, Sapak NHS, Mulao NHS, Carmen CES, Carmen NHS (day & night), Cantumog NHS, Caurasan NHS</p> <p>TEAM B- Lipata CES, Minglanilla II, Lipata Night HS, Tungkil NHS, Camp 7 NHS, Tulay NHS, Vito NHS, Tungkop NHS, Minglanilla Science HS, Tubod NHS, Guindaruhan NHS, Minglanilla I CES, San Fernando CES, Balungag NHS, San Fernando NHS, Sangat NHS, Balud NHS, Magsico NHS, Pitalo NHS, Tubod NHS, Greenhills NHS, Sibonga CES, Manatad NHS, Julian Enad NHS, Simala NHS, Sibonga NHS, Teodoro de la Vega MNHS, Manayan NHS</p> |

A training of all schools/district and Secondary School Property Custodians together with the concerned School Heads shall be held at the following schedules and venues to be conducted by the Supply Officer and company for Team B only:

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| April 15, 2013- | Minglanilla I CES (for Minglanilla I & II) (including secondary schools) |
| April 16, 2013- | San Fernando CES (including secondary schools) |
| April 17, 2013- | Sibonga CES (including secondary schools) |

April 22-26, 2013- TEAM A- Catmon CES, Catmon NHS, Catmon Integ. HS, Ceferino Sususco MNHS, Tinabyunan NHS, Sogod CES, Calumbuyan NHS, Cabalawan NHS, Liki NHS, Mohon NHS, Borbon CES, Mar & Dorie Darunday NHS, Bongdo NHS, Borbon NHS, Doña Milagros Osmeña MNHS, Tabunan NHS, Campusong NHS, Tabogon CES, Horacio Franco MNHS, Salag NHS, Kal-anan NHS, Doña Liling Neis Negapatan MNHS, Loreto Remedios MNHS, Daantabogon NHS, Don Esteban Nolasco MNHS

TEAM B- Argao II CES, Bulasa NHS, Argao I CES, Argao NHS, Calagasan NHS, Cansuje NHS, Mandilikit NHS, Talaga NHS, Colawin NHS, Usmad NHS

Dalaguete II CES, Cawayan NHS, Manlapay NHS, Casay NHS, Dalaguete I CES, Mantalongon NHS, Caleriohan NHS, Dalaguete NHS, Caliongan NHS, Alcoy NHS, Nug-as NHS, Boljoon CES, Boljoon NHS, Lunop NHS, El Pardo NHS, Oslob CES, Tan-awan NHS, Oslob NHS, Cañang NHS, Pungtod NHS, Santander CES, Lilly B. Wenceslao MNHS, Santander NHS

A training of schools/ district and Secondary School Property Custodians and the concerned School Heads shall be at the following schedules and venues to be conducted by the Supply Officer and company for Team B only.

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| April 22, 2013- | Argao I CES (for Argao I & II districts including secondary schools) |
| April 23, 2013- | Dalaguete I CES (for Dalaguete I & II districts including secondary schools) |
| April 24, 2013- | Alcoy CES (for Alcoy & Boljoon districts including secondary schools) |
| April 25, 2013- | Oslob Central (for Oslob & Santander districts including secondary schools) |

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| April 29-30 - May 1 – 3, 2013 | TEAM A- Daanbantayan I CES, Bateria NHS, Daanbantayan NHS, Malingin NHS, Tominjao NHS, Logon NHS, Bakhawan NHS, Calape NHS, SK Luis P. Cañete MNHS, Carnaza NHS, Paypay NHS, Tapilon NHS, Maya NHS, Medellin CES, Gibitngil Integ. HS, Kawit NHS, Curva NHS, Medellin NHS, Almacen Torrevillas MNHS, Medellin National Science & Tech. |
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TEAM B- Samboan CES, Pedro B. Uy Calderon MNHS, Samboan NHS, Ginatilan CES, Palanas Integ. HS, Salamanca NHS, Guiwanon NHS, Malabuyoc CES, Sorsogon NHS, Cerdeña HS, Montañeza NHS, Alegria CES, Sta. Filomena NHS, Madridejos NHS, Montpellier NHS, Badian CES, Tubod NHS, Badian NHS, Moalboal CES, Bala NHS, Moalboal NHS, Busay NHS, Basdiot NHS, Alcantara CES, Alcantara NHS, Ronda CES, Ronda NHS, Langin NHS

A training of all schools/districts and Secondary School Property Custodians shall be held at the following schedules and Venues to be conducted by the Supply Officer and company (Team B)

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| April 29, 2013- | Samboan CES (for Samboan & Ginatilan districts including Secondary Schools) |
| April 30, 2013- | Alegria CES (for Malabuyoc & Alegria districts including Secondary Schools) |
| May 1, 2013- | Badian CES (for Badian & Moalboal districts including Secondary Schools) |
| May 2, 2013- | Alcantara CES (for Alcantara & Ronda districts including Secondary Schools) |

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| May 6-10, 2013- | TEAM A- San Remigio I CES, Argawano Integ. NHS, San Remigio NHS, Libaong NHS, Luyang NHS, Dapdap NHS, Lambusan NHS, Jose Martinez NHS, Anapog Integ. NHS, Busoga Integ. NHS, Calambua Integ. NHS, Kinawahan Integ. NHS, Tombongon Integ. NHS, San Miguel NHS, Tabuelan CES, Juan Pamplona NHS, Mabunao NHS, Tuburan I CES, Kalangahan Integ. NHS, Tuburan NHS, Tuburan II CES, Colonia CES, Colonia NHS, Montealegre NHS, Putat NHS, Ireneo V. Diamante NHS, Kansil NHS, Astrias CES, Sta. Lucia NHS, Sta. Rita NHS, Looc Norte NHS, Manguiao NHS, Balamban I CES, Cabagdalan NHS, Buanoy NHS-evening, Nangka NHS, Lamesa NHS, Jose Chona Jo NHS, Milan-Cantuod NHS, Balamban II CES, Buanoy NHS, Gaas NHS, Ginatilan NHS, Pinamungajan I CES, Lamac NHS, Pinamungajan NHS (day & night), Lut-od NHS, Anopog NHS, Tajao CES (Pinamungajan II), Aloguinsan CES, Rosario NHS, Aloguinsan NHS, Angilan NHS, Malolos NHS |
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TEAM B- Dumanjug I CES, Dumanjug NHS, Hipolito Boquecosa MNHS, Cogon NHS, Bitoon CES, Tubod-Duguan NHS, Bulak NHS, Barili I CES, Bartolome & Manuela Pañares MNHS, Mantalongon NHS, Federico & Soledad MNHS, Guibugan NHS, Teotimo Abellana Sr. MNHS, Cagay NHS, Balao NHS, Giloctog NHS, Gibugan CES- Barili II CES, Patupat NHS, Malolos NHS

A training for all schools/districts and Secondary School Property Custodians together with the concerned School Heads shall be at the following schedule and venues to be conducted by the Supply Officer and company, viz.

May 6, 2013- Dumanjug I CES (for Dumanjug I & II districts including all secondary schools)

May 7, 2013- Guibugan CES (for Barili I & II districts including all secondary schools)

2. The teams are composed of the following Division Office personnel:

Team A: Renante T. Repollo, Miguel Monares, Camilo Cabellero-alternate

Team B: Patricio J. Gonzaga, Leonard Vincent Aranas, Donabelle Bustamante-alternate

3. All Property Custodians, Central School Principals and District Supervisors and Secondary School Administrators shall observe dates/schedules and are to be at their respective stations during the conduct of the Inventory.

4. The program is subject to change and the team composition will be substituted if there are intervening schedules/targets of the Office that will affect the timetables.

5. Upon signing of the Teacher's Clearance, designated School Property Custodians shall strictly conduct physical count of all properties issued to them. All property losses shall be paid/settled in accordance with DepEd Order No. 35, s. 2003 dated April 4, 2003.

6. Property teachers are advised to prepare the Inventory Report (both national-municipal and national-insular) and only one (1) consolidated report using Appendix 39 shall be submitted to the inventory team and be made available strictly in the internet.

8. All donated items shall be included in the inventory report based on the corresponding Acknowledgement Receipts and other pertinent documents.
9. All inventory reports shall be made available on the dates specified with sufficient copies including the report on the Inventory and Inspection Report of Unserviceable Property using the General Form 12 in seven (7) copies for approval to the concerned authorities, if ever applicable. Copy of the Sales Report shall be furnished to the Supply Section together with the Official Receipts in triplicate copies.
10. Photocopies of the Inventory Custodian Slips of all reference/Supplementary Materials and other supplies issued to the district schools (for elementary) shall be submitted to this Office with the typewritten summary on top. Please be reminded that all reference/supplementary materials shall be equally issued based on the enrolment per subject area per grade level.
11. Any clarification/query shall be directed to the Supply Office for appropriate action.
12. Immediate dissemination of this Memorandum is enjoined.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent