

Republic of the Philippines

Department of EducationREGION VII - CENTRAL VISAYAS DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

March 26, 2021

DIVISION MEMORANDUM

No. <u>094</u>, s. 2021

PROPERTY INVENTORY PLAN (PIP) IN CONSONANCE WITH COMMISSION ON AUDIT (COA) CIRCULAR NO. 2020-006 DATED JANUARY 31, 2020

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads/TICs
District and Secondary School Property Custodians
Administrative Officer II (Supply Officer I)

- 1.) Property Management is a very crucial work wherein the Division Office is being monitored and guided by the Commission on Audit.
- 2.) Existence of enormous discrepancies has become a perennial issue that caused the non-establishment of the accuracy of balances. Hence, Commission on Audit Circular No. 2020-006 dated January 31, 2020 was issued, and enclosed for ready references as well as COA Circular 2005-002 dated April 14, 2005 and the table of useful life of Property, Plant and Equipment per COA Circular No. 2003-007 dated December 11, 2003. (Enclosed as stated.)
- 3.) A Property Inventory Plan (PIP) is promulgated, with the schedule in each sub-office, to be strictly observed by the team. Public Schools District Supervisor/OIC School Administrator shall be at their respective stations and must provide transportation from district office to the schools within the district. An office vehicle will be used by the team from the Division Office to the six (6) sub-offices.
- 4.) As previously mentioned Report on the Physical Count of Inventories (RPCI) for all items costing below PhP15,000.00 per unit is required every 31st of July and 31st of January each year while the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) for properties costing PhP15,000.00 and above per unit is required every 31st of January of each year. All property custodians are required to prepare for evaluation of the team, in a depreciated manner.

1 M & D

5.) With the aforementioned facts the inventory team is hereby created as follows:

Supply Section: ICT Section: Accounting Section:

Mary Grace Oquina Marilou V. Paqueo Emmanuel F. Mendoza

Diosdado G. Lerio Jr. Francis John Mari B. Elnar Ma. Roqueta Ortega

Schedule:

April 8, 2021	Virtual orientation on how to fill-up entries and coding
April 12-16, 2021	Per District/School preparation of Reports
April 19-23, 2021	Medellin Sub-office (Validation & Consolidation)
April 26-30, 2021	Liloan Sub-office (Validation and Consolidation)
May 3-7, 2021	Balamban Sub-office (Validation and Consolidation)
May 10-14, 2021	San Fernando Sub-office (Validation and Consolidation)
May 17-21, 2021	Dalaguete Sub-office (Validation and Consolidation)
May 24-28, 2021	Badian Sub-office (Validation and Consolidation)

- 6.) The Inventory Team must adhere to the content of the COA Circular No. 2020-006 dated January 31, 2020. Attention is invited to paragraph 5.2-5-3. All non-teaching personnel are hereby requested to give assistance on these undertakings.
- 7.) Needed templates are also enclosed to be filled-up and ready prior to the team arrival at the Sub-offices. Design of stickers are also enclosed which during the SIPAG Conference mentioned that properties 15K and above will be black on yellow, while below 15K is black on green.
- 8.) Travelling expenses of all Property Custodian and Division Office Inventory Team is chargeable against School/Division MOOE funds subject to the usual accounting and auditing rules and regulation.
 - 9.) Be guided accordingly.

MDALES, Ed.D., CESO V Schools Division Superintendent

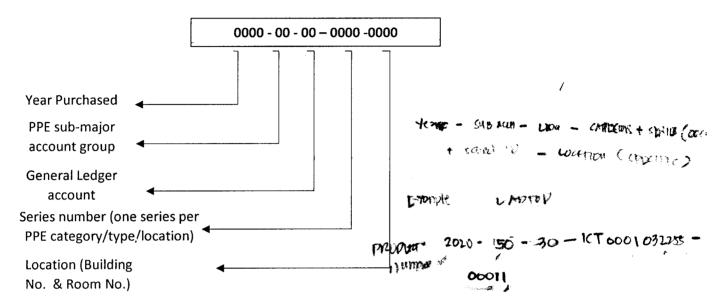
Office of the Schools Division Superintendent

2

PROPERTY IDENTIFICATION SYSTEM

As per COA Circular NO. 2020-006 dated JANUARY 31, 2020

A. PROPERTY NUMBERING SYSTEM:



(The codes for the PPE sub-major account group and General Ledger account correspond to those provided in the Revised Chart of Accounts (RCA) for National Government Agencies (NGA) as prescribed under the Government Accounting Manual Volume III, The Revised Chart of Accounts.)

B. PROPERTY STICKER

VITAL INFORMATION TO BE SHOWN IN THE PROPERTY STICKER:

- A. Property Number
- B. Description of Property
- C. Model No./Type and Serial No.
- D. Acquisition Date /Cost
- E. Accountable Officer
- F. Space for validation/signature of Inventory Committee

b Class	Sub Major Account Group 7, PLANT & EQUIPMENT	Account Title	Description	UACS Object Code	Sub-Major Account Group No.	General Ledger Account No
	Land					'
	Land			1060100000		
	The state of the s		2.1 m 2.74m 2.74m	1060101000	10	10
			。 [1] [1] [1] [1] [1] [1] [1] [1] [1] [1]	gram strategic en		
	Land Improvements	Land Improvements - Aquaculture Structures		1060200000		
	Land Improvements	Land Improvements, Reforestation Projects		1060201000	20	10
	Land Improvements	Other Land Improvements	Land Improvements, Reforestation Projects	1060202000	20	20
7 000 An			Other Land improvements	1060299000	20	90
	Infrastructure Assets	The state of the s		Berling of the	注题的数	* * * * * * * * * * * * * * * * * * *
	Infrastructure Assets	Road Networks		1060300000		
	Infrastructure Assets	Flood Control Systems	Road Networks	1060301000	30	10
	Infrastructure Assets	Sewer Systems	Flood Control Systems	1060302000	30	20
	Infrastructure Assets	Water Supply Systems	Sewer Systems	1060303000	30	30
	Infrastructure Assets	Power Supply Systems	Water Supply Systems	1060304000	30	40
	Infrastructure Assets		Power Supply Systems	1060305000	30	50
	Infrastructure Assets	Communication Networks	Communication Networks	1060306000	30	60
	Infrastructure Assets	Seaport Systems	Seaport Systems	1060307000	30	70
	Infrastructure Assets	Airport Systems	Airport Systems	1060308000	30	80
	Infrastructure Assets	Parks, Plazas and Monuments	Parks, Plazas and Monuments	1060309000	30	90
	Pullding 194	Other Infrastructure Assets	Other Infrastructure Assets	1060399000	39	90
	Buildings and Other Structures	(2018年4月1日 - 1985年 -	CONTRACTOR OF THE PROPERTY OF THE CONTRACTOR			30
	Buildings and Other Structures	Dullelia		1060400000	Ī	
	Buildings and Other Structures	Buildings	Buildings	1060401000	40	10
	Buildings and Other Structures	School Buildings	School Buildings	1060402000	40	20
	Buildings and Other Structures	Hospitals and Health Centers	Hospitals and Health Centers	1060403000	40	30
	Buildings and Other Structures	Markets	Markets	1060404000	40	40
	Buildings and Other Structures	Slaughterhouses	Slaughterhouses	1060405000	40	50
	Buildings and Other Structures	Hostels and Dormitories	Hostels and Dormitories	1060406000	40	60
laste of a	Editionings and Other Structures	Other Structures	Other Structures	1060499000	49	90
Total Control of the	Machinery and Equipment	The state of the s	THE PERSON NAMED OF THE PROPERTY OF THE PROPER			90
- 1	Machinery and Equipment			1060500000	T	
-	Machinery and Equipment Machinery and Equipment	Machinery	Machinery	1060501000	50	
- 1	Machinery and Equipment Machinery and Equipment	Office Equipment	Office Equipment	1060501000	50	10
	Machinery and Equipment	Information and Communication Technology E	Information and Communication Technology Ed	1060503000	50	20 5 0
- 10	Machinery and Equipment	Inglicultural and Forestry Equipment	Agricultural and Forestry Equipment	1060503000	50	
- IN	Machinery and Equipment	Marine and Fishery Equipment	Marine and Fishery Equipment	1060505000	50	40
	Machinery and Equipment	Airport Equipment	Airport Equipment	1060506000		50
-	Machinery and Equipment	Communication Equipment	Communication Equipment	1060507000	50	60
	Machinery and Equipment	Construction and Heavy Equipment	Construction and Heavy Equipment	1060507000	50	70
	Machinery and Equipment	Disaster Response and Rescue Equipment		1060508000	50	80
- 10	Machinery and Equipment	Medical Equipment	Medical Equipment		50	90
N	Machinery and Equipment	Printing Equipment	Printing Equipment	1060511000	51	10
<u> </u>	Machinery and Equipment	Sports Equipment	Sports Equipment	1060512000	51	20
N	Machinery and Equipment	Technical and Scientific Equipment	Technical and Scientific Equipment	1060513000	51	30
	Machinery and Equipment	Other Machinery and Equipment	Other Machinery and Equipment	1060514000	51	40
			Total Machinery and Edulinian	1060599000	59	90

Sub Class	Sub Major Account Group	Account Title	Description	UACS Object Code	Sub-Major Account Group No.	General Ledger Account No.
	Transportation Equipment			1060600000		
	Transportation Equipment	Motor Vehicles	Motor Vehicles	1060601000	60	10
	Transportation Equipment	Trains	Trains	1060602000	60	20
	Transportation Equipment	Aircrafts and Aircrafts Ground Equipment	Aircrafts and Aircrafts Ground Equipment	1060603000	60	30
	Transportation Equipment	Watercrafts	Watercrafts	1060604000	60	40
	Transportation Equipment	Other Transportation Equipment	Other Transportation Equipment	1060699000	69	90
Anticopy of the second	The state of the s	在中国的基本的	一种人员的工作工作。			
	Furniture, Fixtures and Books			1060700000		
	Furniture, Fixtures and Books	Furniture and Fixtures	Furniture and Fixtures	1060701000	70	10
	Furniture, Fixtures and Books	Books	Books	1060702000	70	20
	经过了的证明的证明的			Tarabay of the contract		
	Leased Assets			1060800000		
	Leased Assets	Leased Assets, Land	Leased Assets, Land	1060801000	80	10
	Leased Assets	Leased Assets, Buildings and Other Structures	Leased Assets, Buildings and Other Structures	1060802000	80	20
	Leased Assets		Leased Assets, Machinery and Equipment	1060803000	80	30
	Leased Assets	Leased Assets, Transportation Equipment	Leased Assets, Transportation Equipment	1060804000	80	40
	Leased Assets	Other Leased Assets	Other Leased Assets	1060899000	89	90
· \$400		CALL THE CONTROL OF THE CALL T				
	Leased Assets - Improvements			1060900000		
	Leased Assets - Improvements	Leased Assets Improvements, Land	Leased Assets Improvements, Land	1060901000	90	10
	Leased Assets - Improvements	Leased Assets Improvements, Buildings	Leased Assets Improvements, Buildings	1060902000	90	20
	Leased Assets - Improvements	Other Leased Assets Improvements	Other Leased Assets Improvements	1060999000	99	90
	は国事というでは、対象を表現しています。	CONTRACTOR CONTRACTOR		and the state of the same		
	Other Property, Plant and Equipment	The state of the s		1069900000		
	Other Property, Plant and Equipment	Work/Zoo Animals	Work/Zoo Animals	1069901000	99	10
	Other Property, Plant and Equipment	Other Property, Plant and Equipment	Other Property, Plant and Equipment	1069999000	99	90

Department of Education Region VII, Central Visayas Division of Cebu Province District of

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

As of _____ Fund Cluster:____ School ID No.:____ Name of School: For which: (NAME OF SCHOOL HEAD and DESIGNATION) is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) Name of As found in the Tax Delaration of Real Property Original/Transfer Location/Address Lot Area Registered **Mode of Acquisition Cost of Acquisition** Certificate of Title No. **Adjusted Market Value** Assessed Value Owner Certified Correct by: Appproved by: Verified by: Signature Over Printed Name of Signature of Inventory School Inventory Signature of School Head **Review Committee** Personnel/Property Custodian Representative

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

District of	
District of	

REPORT ON THE PHYSICAL COUNT PROPERTY, PLANT AND EQUIPMENT Building and Other Structures

School ID No.:_____ Fund Cluster:___ Sheet No.____of ___ Name of School:___ is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) For which: (NAME OF SCHOOL HEAD and DESIGNATION) Total Number of Rooms by Floor Name of Building Year Classification Specific Fund Building Contractor **Building Type Fund Source** Completed of Building Condition 2nd 3rd 6th Number Source 1st (optional) Verified by: Appproved by: Certified Correct by: Signature of Inventory Review Signature Over Printed Name of School Signature of School Head Committee Representative Inventory Personnel/Property Custodian

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

District of	
-------------	--

REPORT ON THE PHYSICAL COUNT PROPERTY, PLANT AND EQUIPMENT Building and Other Structures

As of _____ School ID No.: Fund Cluster: Sheet No.____of ____ Name of School: is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) For which: (NAME OF SCHOOL HEAD and DESIGNATION) No. of Urinals/Urinal No. of Non-Functional No. of **Number of Functional Toilet Bowls** Building Trough Sink/Washbasin **Toilet Bowls** Number **PWD** Shared **Female** Male Verified by: Appproved by: Certified Correct by: Signature of Inventory Review Committee Signature Over Printed Name of School Signature of School Head Representative Inventory Personnel/Property Custodian

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

District of _____

REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT Machinery and Equipment

Fund Cluster:____ School ID No.:____ Name of School: Sheet No._____of ____ For which: (NAME OF SCHOOL HEAD and DESIGNATION) is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) QUANTITY SHORTAGE/OVERAGE ITEM DESCRIPTION Location/Users **UACS OBJECT** PROPERTY UNIT OF ARTICLE (Include Serial Nos. if UNIT VALUE CODE NUMBER MEASURE PER PHYSICAL (Organizational Unit/ REMARKS PER PROPERTY CARD available) Quantity Value COUNT Location/Specific Users) Certified Correct by: Appproved by: Verified by: Signature Over Printed Name of School Signature of School Head Inventory Personnel/Property Custodian Signature of Inventory Review Committee Representative

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

District of	

REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT Transportation Equipment

As of _____ Fund Cluster:_____ School ID No.:_____ Name of School: Sheet No. of For which: (NAME OF SCHOOL HEAD and DESIGNATION) is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) ACQUISITION COST/ ACCOUNTABLE MAKE TYPE MODEL/DESCRIPTION PROPERTY NO. PLATE NO. ACQUISITION DATE CONDITION LOCATION REMARKS MARKET VALUE OFFICER Certified Correct by: Approved by: Verified by: Signature Over Printed Name of School Inventory Personnel/Property Signature of School Head Signature of Inventory Review Committee Representative Custodian

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

District of _____

REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT Furniture & Fixtures

As of _____ Fund Cluster:______
Name of School:_____ School ID No.:____ Sheet No._____ of ___ For which: (NAME OF SCHOOL HEAD and DESIGNATION) is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) QUANTITY SHORTAGE/OVERAGE Location/Users **UACS OBJECT PROPERTY** UNIT OF ARTICLE ITEM DESCRIPTION UNIT VALUE PER PROPERTY CARD PER PHYSICAL REMARKS CODE NUMBER MEASURE (Organizational Unit/ Quantity Value COUNT Location/Specific Users) Certified Correct by: Appproved by: Verified by: Signature Over Printed Name of School Signature of School Head Signature of Inventory Review Committee Representative Inventory Personnel/Property Custodian

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

District of _____

REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT Books and Instructional Materials

As of _____ School ID No.:_____ Fund Cluster:__ Sheet No._____of ____ Name of School: is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) For which: (NAME OF SCHOOL HEAD and DESIGNATION) QUANTITY SHORTAGE/OVERAGE Location/Users ACQUISITION DESCRIPTION (Title, SUBJECT/GRADE (Organizational Unit/ PER PROPERTY CARD PER PHYSICAL REMARKS ACQUISITION COST ARTICLE TYPE DATE Quantity Value Location/Specific LEVEL Author, Copyright, etc.) Users) Verified by: Approved by: Certified Correct by: Signature of Inventory Review Committee Signature Over Printed Name of School Signature of School Head Representative Inventory Personnel/Property Custodian

. . . .

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

District of _____

REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT Other Property Plant & Equipment

As of _____ Fund Cluster:_ School ID No.: Name of School:___ Sheet No._____of___ For which: (NAME OF SCHOOL HEAD and DESIGNATION) is accountable, having assumed such accountability in (DATE OF ASSUMPTION IN THE SCHOOL) PROPERTY ARTICLE/FACILITY ACQUISITION DESCRIPTION ACQUISITION ACCOUNTABLLE PURPOSE LOCATION CONDITION NUMBER COST REMARKS DATE OFFICER Certified Correct by: Approved by: Verified by: Signature Over Printed Name of School Inventory Signature of School Head Personnel/Property Custodian Signature of Inventory Review Committee Representative

re: REVISED CHART OF ACCOUNTS (RCA) FOR NATIONAL GOVERNMENT AGENCIES (NCA) As per Government Accounting Manual (GAM) Volume III

ACCOUNT TITLE	UACS Object Code
nventory Held For Distribution	
Food Supplies For Distribution	1040201000
Welfare Goods For Distribution	1040202000
Drugs and Medicines For Distribution	1040203000
Medical, Dental and Laboratory Supplies For Distribution	1040204000
Textbooks and Instructional Materials For Distribution	1040207000
Other Supplies and Materials For Distribution	1040299000
nventory Held For Consumption	
Office Supplies Inventory	1040401000
Accountable Forms, Plates, and Stickers Inventory	1040402000
Non-Accountable Forms Inventory	1040403000
Food Supplies Inventory	1040405000
Drugs and Medicines Inventory	1040406000
Medical, Dental and Laboratory Supplies Inventory	1040407000
Textbooks and Instructional Materials Inventory	1040410000
Other Supplies and Materials Inventory	1040499000
Semi-Expendable Machinery & Equipment	
Semi-Expendable Machinery	1040501000
Semi-Expendable Office Equipment	1040502000
Semi-Expendable Information and Communications Technology Equipment	1040503000
Semi-Expendable Communications Equipment	1040507000
Semi-Expendable Disaster Response and Rescue Equipment	1040508000
Semi-Expendable MedicaL Equipment	1040510000
Semi-Expendable Printing Equipment	1040511000
Semi-Expendable Sports Equipment	1040512000
Semi-Expendable Technical and Scientific Equipment	1040513000
Semi-Expendable Other Machinery and Equipment	1040519000
Semi-Expendable Furniture, Fixtures and Books	
Semi-Expendable Furniture and Fixtures	1040601000
Semi-Expendable Books	1040602000

RPCI: below P15,000.00

Region VII, Central Visayas

Division of Cebu Province

District of	

Appendix 66

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

INVENTORY HELD FOR DISTRIBUTION

As of ______

Fund Cluster:_										School ID	No.:		
Name of School	l:							mine recumed such	accountability in	(DATE OF A	SSUMPTION IN THE S	runni)	
For Which: (N)	AME OF SCHOOL HEAD	and DESIGNATION)									335WIF HOW IN THE SE	inocij	
UACS Object	Article	Description (Include		Stock Number (one series per Inventory	Unit of	Unit Value	QU	ANTITY	Shortage/O	verage	Source of Fund	Remarks	Accountable Officer
Code	, made	Serial Nos. if available)	Acquisition	Article/Type/Specificat ion)	Measure		Per Stock Card	Per Physical Count	Quantity	Value			
					<u> </u>								
								.					
		 -			-					<u> </u>			
						-							
			-			-							
					 								
					İ								
			<u> </u>		 								
					1	 							
Certified Corre	Certified Correct by: Verified by:												
	Printed Name of School onnel/Property Custodian	_				Signature o	of School Head	-					tory Review Committee esentative

Region VII, Central Visayas

Division of Cebu Province

District of	
-------------	--

Appendix 66

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

INVENTORY HELD FOR CONSUMPTION
As of ______

RPCI: below P15,000.00

Fund Cluster:										School ID	No.:		
Name of Schoo	ol:												
For which: (NA	AME OF SCHOOL HEAD	and DESIGNATION)					is accountable	, having assumed su	ch accountability	in (DATE O	F ASSUMPTION IN THE	: SCHOOL)	
UACS Object	Article	Description (Include		Stock Number (one series per Inventory	Unit of	Unit Value		ANTITY	Shortage/O	verage	Source of Fund	Remarks	Accountable Officer
Code	, <u>.</u>	Serial Nos. if available)	Acquisition	Article/Type/Specifi cation)	Measure		Per Stock Card	Per Physical Count	Quantity	Value	Source of Fund	nemons.	
Example:													
1040401000	BOND PAPER	Best Buy Bond Paper 80Gsm / Sub 24 / Short A4 Long All Purpose Paper Paperone Copy Bondpaper 80 Gsm	01/18/20	1 6 1040401-BP-001	REAM	₱255.00	3	2	(1)	₱255.00	Regular MOOE Fund	RSMI No. 2020- 01-0015	Juan Dela Cruz; Principal's Office
					ــــــ	<u> </u>	<u> </u>	 '					
		_		<u> </u>	Ь—	ļ	<u> </u>			ļ			ļ
						<u> </u>				ļ		 	
		 	 		 	<u> </u>		<u> </u>		<u> </u>		<u> </u>	
			├ ──	 	├──		-	 		1			
		+	 	 	├──	 		<u> </u>		!			
			 		 	 		<u> </u>			The state of the s	 	-
				 	 		 					 	
				1		 							
				1		1	1						
				1		†				†			
					1	1				1			
Certified Correc	ct by:					Appproved l	by:			Verified b	py:		
	Printed Name of School nnel/Property Custodian					Signature o	of School Head						entory Review Committee

Region VII, Central Visayas

Division of Cebu Province

Appendix 66

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

SEMI-EXPENDABLE MACHINERY & EQUIPMENT
As of ______

RPCI: below P15,000.00

Fund Cluster:_										School ID	No.:		
Name of School	ol:												
For which: (N)	AME OF SCHOOL HEAD (and DESIGNATION)				is accountable	e, having assume	ed such accountabilit	y in (DATE OF AS	UMPTION II	N THE SCHOOL)		
UACS Object Article	Article	Description (Include Serial Nos. if available)	Acquicition	Stock Number (one series per Inventory Article/Type/Specifica tion)	Unit of Measure	Unit Value	QUANTITY		Shortage/Overage		Source of Fund	Remarks	Accountable
							Per Stock Card	Per Physical Count	Quantity	Value			Officer
					,								
						.							
											ļ		
					ļ					-	1		
							- h*			 			
							-						
										-			•
											-		
			-										
						ļ				ļ			
		<u> </u>				1					<u></u>	ļ	
		· · · · · · · · · · · · · · · · · · ·				-			1			.	
			 			 			1			 	
					 	 				 			
Certified Corre	ct hv:		l <u>.</u>	l .		Appproved b	<u> </u>	<u> </u>		Verified b	1	<u>L</u>	
certifica corre		_				Аррргочей		_		verilled 5	·y -		
	Printed Name of School nnel/Property Custodian					Signature o	of School Head						ory Review Committee sentative

Region VII, Central Visayas

Division of Cebu Province

Appendix 66

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

SEMI-EXPENDABLE FURNITURE, FIXTURES, AND BOOKS
As of ______

RPCI: below P15,000. Fund Cluster:_	oo DI:									School ID	No.:		
Name of School For which: (N.	ol: AME OF SCHOOL HEAL	D and DESIGNATION)					is accountable, h	aving assumed such	accountability in	(DATE OF A	ASSUMPTION IN THE S	снооі)	
UACS Object Code	Article	Description (Include Serial Nos. if available)	Date of Acquisition	Stock Number (one series per Inventory Article/Type/Specifi cation)	Unit of Measure	Unit Value	QUANTITY		Shortage/Overage		Source of Fund	Remarks	Accountable
							Per Stock Card	Per Physical Count	Quantity	Value	. Source of Fund	nemarks	Officer
		-			1	-							
					-		<u> </u>			<u> </u>			
													<u> </u>
		-	,,,,,,										
											:		
										<u> </u>			<u> </u>
									<u> </u>				
			<u> </u>	<u> </u>		<u> </u>						1	
				<u> </u>									
Certified Corre	ct by:					Appproved t	by:			Verified I	oy:		
	Printed Name of School nnel/Property Custodian	_				Signature o	of School Head	-				-	tory Review Committee

CODES

-1		Seco	ondary				
Elementary	Junior High		Senior High				
Subjects	Code	Subjects	Code	Subjects	Code		
English	A01	English	B01	Core Subjects	C01		
Math	A02	Math	B02	Applied Subjects	C02		
Science	A03	Science	B03	Specialized Subjects	C03		
Filipino	A04	Filipino	B04				
Makabayan	A05	Makabayan	B05				
		Consumables					
Bond Paper Long	D01	Packaging Tape 2"	E16	Binder Clip 2"	G13		
Bond Paper Short	D02	Masking Tape 1/2"	E17	Paper Clip Jumbo 50mm	G14		
Bond Paper A4	D03	Masking Tape 1"	E18	Paper Clip 33mm	G15		
Parchment Paper Long	D04	Masking Tape 2"	E19	Staple Wire No. 35	G16		
Parchment Paper A4	D05	Duct Tape 2"	E20	Staple Wire No. 13 Heavy Duty	G17		
Specialty Paper Long	D06	Rubber Band Big	E21	Staple Wire No. 10	G18		
Specialty Paper A4	D07	Rubber Band Small	E22	Fasterner Metal	G19		
Sticker Paper Long	D08	HP Ink Advantage 678 Black	F01	Fasterner Plastic	G20		
Sticker Paper Short	D09	HP Ink Advantage 678 Cyan	F02	Permanent Marker Broad	H01		
Sticker Paper A4	D10	HP Ink Advantage 678 Yellow	F03	Permanent Marker Fine	H02		
Photo Paper Long	D11	HP Ink Advantage 678 Magenta	F04	Ink Marker Refill	H03		
Photo Paper Short	. D12	HP Ink Advantage 680 Black	F05	Whiteboard Marker Broad	H04		
Photo Paper A4	D13	HP Ink Advantage 680 Cyan	F06	Whiteboard Marker Fine	H05		
Folder Ordinary Long	D14	HP Ink Advantage 680 Yellow	F07	Sign Pen 1.0	H06		
Folder Ordinary Short	1	HP Ink Advantage 680 Magenta	F08	Sign Pen .5	H07		
Pressboard Folder Long	+	HP GT52 Black	F09	Sign Pen .4	H08		
Envelope Ordinary Long	D17	HP GT52 Cyan	F10	Lead Sign Pen Refill	H09		
Envelope Ordinary Short	·	HP GT52 Yellow	F11	Ordinary Ballpen	H10		
Expanded Envelope Long	D19	HP GT52 Magenta	F12	Mechanical Pencil	H11		
Mailing Envelope Long	 	HP Toner No. 85A	F13	Lead Pencil Refill	H12		
Mailing Envelope Short	 	HP Toner No. 16A	F14	Pencil	H13		
Logbook 500 pages	 	Epson 664 Black		Rubber Eraser	H14		
Logbook 300 pages		Epson 664 Cyan	F16	Correction Pen	H15		
Logbook 150 pages	+	Epson 664 Yellow	F17	Correction Tape	H16		
Notebook 100 leaves	D25	Epson 664 Magenta	F18	Correction Tape Refill	H17		
Notebook 80 leaves	+	Epson 003 Black	F19	Correction Fluid	H18		
Notebook 50 leaves		Epson 003 Cyan	F20	Face Mask	101		
Manila Paper		Epson 003 Yellow	F21	Face Shield	102		
Cartolina		Epson 03 Magenta	F22	Gloves	103		
Sticky Note 2x2"	D30	Canon Pixma 790 Black	F23	Alcohol	104		
Sticky Note 2x3"	D31	Canon Pixma 790 Cyan	F24	Hand Sanitizer	105		
Sticky Note 3x4"	D32	Canon Pixma 790 Yellow	F25	Hand Soap	106		
Sticky Note 4x4"	D33	Canon Pixma 790 Magenta	F26	Disinfectant Solution	107		
Construction Paper short	D34	Canon 810 Black	F27	Flourescent Tube Ordinary	J01		
Meta Cards 4x8"		Canon 811 Colored	F28	Flourescent Tube Lead	J02		
Plastic Envelope Ord. Long	E01	RISO Master	F29	Electric Bulb Ordinary	J03		
Plastic Envelope Ord. Short	E02	RISO Ink	F30	Electric Bulb Lead	J04		
Expanded Plastic Envelope w/ handle Long	E03	Photocopier Toner	F31	Battery D Size	J05		
Expanded Plastic Envelope w/ handle Short	E04	Bulldog Clip 3/4"	G01	Battery AA	J06		
Certificate Holder Long		Bulldog Clip 1"		Battery AAA	J07		
Certificate Holder A4	E06	Bulldog Clip 1 1/4"		Battery 9V	108		
Trash Bag Extra Large	E07	Bulldog Clip 1 3/4"	G04	Battery Rechargeable	109		
Trash Bag Large	E08	Bulldog Clip 2"	G05	-			
Trash Bag Medium	E09	Bulldog Clip 2 1/4"	G06	D series paper related items			
Trash Bag Small		Bulldog Clip 2 3/4"	G07	E series plastic related items			
Double Sided Tape 1"	E11	Bulldog Clip 3"	G08	F series inks and toners related ite	ems		
Double Sided Tape 1/2"	+	Binder Clip 3/4"	G09	G series metal related items			
Transparent Tape 1"	4	Binder Clip 1"		H series pen related items			
Transparent Tape 1/2" E14		Binder Clip 1 1/4"		I series hygene related items			
Transparent Tape 2"		Binder Clip 1 3/4"		I series electrical related items			
mansparem rape z	1 572	Dunner Cub T 3/4	722	1			