

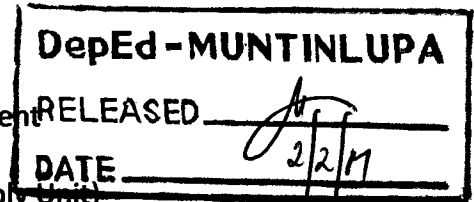


Republic of the Philippines  
Department of Education  
National Capital Region

**SCHOOLS DIVISION OFFICE  
CITY OF MUNTINLUPA**

**DIVISION MEMORANDUM**

No. 012 s. 2017



To : OIC - Assistant Schools Division Superintendent  
Schools Division Administrative Officer V  
Administrative Officer IV (Property and Supply Unit)  
Public Elementary and Secondary Principals/OICs  
Property Custodians, Public Elementary and Secondary Schools

From : Schools Division Superintendent

Subject : **PHYSICAL INVENTORY OF SCHOOL PROPERTIES**

Date : 31 January 2017

1. The Annual Physical Inventory of School Properties will be on February 20 - March 10, 2017, following the attached schedule.
2. All School Heads, through their Property Custodians, shall prepare the Inventory Report of Properties (equipment, furniture and fixtures) according to the following classifications: National, SEF (City) and Donations.
3. Use the attached Inventory Form in preparing the reports. All schools shall submit a draft of their school inventories to the Property and Supply Unit on or before February 10, 2017.
4. School Heads are enjoined to personally conduct a pre-checking of school properties to determine the accuracy of the inventory reports and are responsible to any discrepancy in the report or loss of property.
5. The member of the Division Inventory Team are:

Team Leader : **Mr. Noel D. Bagano**  
OIC - Asst. Schools Division Superintendent

Members : **Remedios R. Cunanan, Ph.D.**  
Schools Administrative Officer V



**National Property** : **Ms. Lourdes V. Rodilla**  
Admin. Officer IV, Property and Supply Unit

**Mr. Antonio G. Olanda**  
Property Custodian Coordinator, District I

**Mr. Mark Anthony E. Andor**  
Admin. Aide VI, Property and Supply Unit

**Mrs. Arlene P. Medina**  
Property Custodian, PEDHS

**City Property (SEF)** : **Mr. Harold D. Santos**  
Property Custodian Coordinator, District II

**Mrs. Ligaya M. Anuri**  
Property Custodian, MNHS Main

**Donations** : **Mrs. Rochelle A. Jimenez**  
SEPS, Social Mobilization and Networking Unit

**Mrs. Felicidad A. Manaois**  
Property Custodian, MBHS

**Auditor** : **Mrs. Arlene R. Tabinga**  
State Auditor III, COA

6. Immediate and wide dissemination of this Memorandum is desired.

  
**MAURO C. DE GULAN, Ed. D.**

**Enclosure to Division Memorandum No. 012, 2017**

1	Bayanan Elementary School Unit I	February 20, 2017
2	Alabang Elementary School	
3	Cupang Elementary School Main	February 21, 2017
4	Buli Elementary School	
5	Muntinlupa Business High School	February 22, 2017
6	Filinvest Alabang Elementary School	

7	Sucacat Elementary School Zone 4 Annex	February 23, 2017
8	Sucacat Elementary School Zone 3 Annex	
9	Sucacat Elementary School Main	
10	Muntinlupa Business High School Annex	February 24, 2017
11	Bagong Silang Elementary School	
12	Cupang Elementary School Annex	

13	Bayanan Elementary School Main	February 27, 2017
14	Division ALS Center	
15	Pedro E. Diaz High School	February 28, 2017
16	Muntinlupa Elementary School	March 01, 2017
17	Muntinlupa National High School Main	March 02, 2017

18	Itaas Elementary School	March 03, 2017
19	Poblacion Elementary School	
20	Muntinlupa National High School NHA Annex	March 06, 2017
21	Victoria Homes Elementary School	
22	Tunasan Elementary School	March 07, 2017
23	Muntinlupa National High School Tunasan Annex	

24	Putatan Elementary School	March 08, 2017
25	Soldiers Hills Elementary School	
26	F. De Mesa Elementary School	March 09, 2017
27	Muntinlupa Science High School	
28	Lakeview Elementary School	March 10, 2017
29	Lakeview Integrated School	

## REPORT ON THE PHYSICAL COUNT OF INVENTORIES

\_\_\_\_\_  
(Type of Inventory Item)

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	Stock Number	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	Shortage/Overage		Remarks
					(Quantity)	(Quantity)	Quantity	Value	

Certified Correct by:

Approved by:

Verified by:

\_\_\_\_\_  
Signature over Printed Name of  
Inventory Committee Chair and  
Members

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

\_\_\_\_\_  
Signature over Printed Name of COA  
Representative