



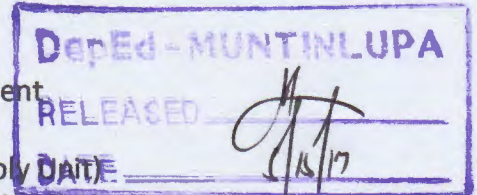
Republic of the Philippines  
Department of Education  
National Capital Region

## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

### DIVISION MEMORANDUM

No. 073 s. 2017

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



From : Schools Division Superintendent

Subject : ***Inventory of Textbooks, Instructional Materials, Desk and Armchairs***

Date : 02 May 2017

1. For the information and guidance of all concerned, the Physical Count of Textbooks, Instructional Materials, Desk and Armchairs in all public elementary and secondary schools will be conducted from May 08 - 12, 2017.
2. Inventories must be in accordance to classifications : National, SEF and Donation.
3. In accordance to COA rules, Affidavit of Loss, Request for Relief in case of fire, flood and other calamities including the required attachments must be ready during the inventory. Further, reports on monthly sales, approved IIRUP, Property Cards and other property records must be available for perusal.
4. School heads are directed to conduct pre-checking of properties, cross-examine property cards to ensure accuracy and integrity of inventory reports. Discrepancies during the physical count is the responsibility of the School Heads.
5. The members of the inventory team are stated in Division Memorandum No. 12 s. 2017.
6. Immediate and wide dissemination of this Memorandum is desired.

MAURO C. DE GULAN, Ed. D.



### Schedule of Inventory

1	Itaas Elementary School	May 08, 2017
2	Poblacion Elementary School	
3	Muntinlupa National High School NHA Annex	
4	Victoria Homes Elementary School	
5	Tunasan Elementary School	
6	Muntinlupa National High School Tunasan Annex	
7	Putatan Elementary School	May 09, 2017
8	Soldiers Hills Elementary School	
9	F. De Mesa Elementary School	
10	Muntinlupa Science High School	
11	Lakeview Elementary School	
12	Lakeview Integrated School	
13	Bayanan Elementary School Main	May 10, 2017
14	Division ALS Center	
15	Pedro E. Diaz High School	
16	Muntinlupa Elementary School	
17	Muntinlupa National High School Main	
18	Bayanan Elementary School Unit I	May 11, 2017
19	Alabang Elementary School	
20	Cupang Elementary School Main	
21	Buli Elementary School	
22	Muntinlupa Business High School	
23	Filinvest Alabang Elementary School	
24	Sucac Elementary School Zone 4 Annex	May 12, 2017
25	Sucac Elementary School Zone 3 Annex	
26	Sucac Elementary School Main	
27	Muntinlupa Business High School Annex	
28	Bagong Silang Elementary School	
29	Cupang Elementary School Annex	