




Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 444, series of 2022

To : DISTRICT SUPERVISORS
ELEMENTARY & SECONDARY SCHOOL PRINCIPALS
SCHOOL HEADS/HEAD TEACHERS/TEACHERS-IN CHARGE
ADMINISTRATIVE OFFICERS II
DISTRICT AND SCHOOL PROPERTY CUSTODIANS DESIGNATE

From :  **MOISES D. LABIAN, R., PhD, CESO VI**
Assistant Schools Division Superintendent
OIC Office of the Schools Division Superintendent

RECEIVED
DATE: OCT 25 2022

BY:  11:24

CALBAYOG CITY

Re : "PHYSICAL COUNT OF INVENTORIES AND CONDEMNATION
OF SCHOOL PROPERTIES OF THE DIVISION OF CALBAYOG
CITY FOR MID YEAR 2022"

Date : October 24, 2022

1. The Physical Count of Inventories and Condemnation of Unserviceable School Properties as required by law will be conducted by the Division Inventory and Inspection Team (DIIT) / Condemnation Committee together with the Commission on Audit (COA) Representative, with the following schedule :

- | | | |
|-----------------|-----------|---|
| October | 27 | Oquendo District 2
Tarabucan Central Elementary School (District Center)
Tarabucan National High School
Mag-ubay National High School
Cabicahan Integrated School
Cagbayang Integrated School
Lapaan Integrated School
Panoypoy Integrated School |
| November | 3 | Oquendo District 3
Pilar Elementary School (District Center)
Pilar National Agricultural High School
Cabatuan National High School
Dawo Integrated School
Macatingog Integrated School
Mawacat Integrated School |
| | 8 | Oquendo District 1
Oquendo Central Elementary School (District Center)
Oquendo National High School |
| | 9 | Tinambacan District 3
Malaga Central Elementary School (District Center)
Malaga National High School
Peña I National High School
Caglanipao Sur Integrated School |
| | 15 | Tinambacan District 2
San Joaquin Central Elementary School (District Center)
San Joaquin National High School
San Joaquin NHS - Manguino Annex |

- 16 **Calbayog 5 District**
 San Policarpo Central Elementary School (District Center)
 San Policarpo National High School
 Calbayog Arts & Design School of Eastern Visayas (CADSEV)
 Gadgaran Integrated School
 Acedillo Integrated School
 Canjumadac Integrated School
- 22 **Tinambacan District 1**
 Tinambacan Central Elementary School (District Center)
 Rafael Lentejas Memorial School of Fisheries
 Malajog Integrated School
 Tomaligues Integrated School
- 23 **Calbayog 6 District**
 Trinidad Central Elementary School (District Center)
 Trinidad National High School
 Lonoy Integrated School
 Basud Integrated School
- December 2 **Calbayog 4 District**
 Calbayog East Central Elementary School (District Center)
 Migara National High School
 Happy Valley National High School
 Tabawan Integrated School
- 6 **Calbayog 3 District**
 Calbayog City SPED Center (District Center)
 Calbayog City National High School
 Calbayog City Night High School
 San Jose Integrated School
- 9 **Calbayog 2 District**
 Calbayog Pilot Central Elementary School (District Center)
 Bagacay Integrated School
- 13 **Calbayog 1 District**
 Carayman Elementary School (District Center)
 Carayman National High School
 Seven Hills National High School
 Pinamurutan Integrated School

2. The presence of **accountable officials** in their respective jurisdiction during the count is a requirement by law in order to have an immediate or spot resolution of property problem that may arise.

3. All properties issued by the **Office of the District Supervisors, Principals, Head Teacher and Teacher-In Charge** of schools be it **local or national** allotment, be permanently retained **retained in their respective schools under lock and - key arrangement** in the order of appearance in the **Property Acknowledgement Receipt - PAR (Memorandum Receipt - MR / Acknowledgement Receipt of Equipment - ARE), Inventory Custodian Slip - ICS / Requisition and Issue Slip - RIS / Inventory Report of Property - IRP Inventory and Inspection Report of Unserviceable Property - IIRUP** to facilitate **fast and accurate physical count and condemnation**. Any property not presented during the **count** may be considered **lost** and/or subject to appropriate **administrative proceedings** under case-to-case basis.

4. **Inventory and Condemnation Reports** shall be submitted to this Office properly; titles of items shall be completed under its respective grade - level with corresponding cost per each item and **duly signed per page** (at least 3 pages/copies) by the **Principal and District or School Property Custodian Designate/Administrative Officer II**.
5. **Inventory of Number of Buildings, Classrooms, Desks, Armchairs, Blackboards, Teachers' tables / chairs, Toilets, Water Facilities** and any other **government physical properties** existing **inside the school campus / premises** and or **inside the classrooms** shall be accounted for and properly recorded.
6. **Donated items** from various **private institutions / entities, NGO's, PTCA's, etc.,** whether **semi-expendable** or **expendable** in nature, be also **recorded** in separate forms; and, if available, please attach documents to support said donations.
7. **Documents** pertinent to **ownership** status of the **SCHOOL SITES** i.e. **Deed of Donation, Declaration of Real Property, Certificate of Land Title,** and whatsoever shall be given preferential concern by the **School Administrator** and be kept in a separate folder.
8. No clearances will be signed by this Office without the **certification** from the **Administrative Officer II / District or School Property Custodian** designate that **property and money responsibility** have been **properly accounted for** and or **settled up**.
9. **Administrative Officers II, Districts / Schools Property Custodians Designates; ICT/ Physical Facilities Coordinators** and all other **related non teaching personnel** assigned in the **districts/ schools** concerned are advised to **accompany** the team during the count.
10. All are reminded to **strictly observe** the **DOH and IATF health protocols**.
11. For widest information and dissemination.

NOTE : The schedule dates above coincides with the scheduled **Division Technical Assistance (TA) on General Administrative Services** under **DM No. 401, s. 2022** dated **September 29, 2022**.

Reference: DepED Order No. _____ s. 2009

Incl.: None

To be indicated in the Perpetual Index

Under the following subjects:



Project SHINES: *Care to Shine!*