



DIVISION MEMORANDUM

No. 58, s. 2014

TO: Public School District Supervisors
Elementary/ Secondary School Heads

FROM: 
CHERRY MAE L. LIMBACO, Ph. D., CESO V
Schools Division Superintendent

SUBJECT: **SUBMISSION OF INVENTORY LIST OF SCHOOL'S ASSETS AND PROPERTIES**

DATE: February 24, 2014

1. The field is hereby directed to submit the Inventory List of Assets and Properties to the Division Office following the format below:

INVENTORY OF ASSETS AND PROPERTIES

Name of School: _____

Type of Bldg	Type of Occupancy	Year Acquired	Acquisition Cost	Net Book Value	Furniture		Equipment		Total
					Quantity	Cost	Quantity	Cost	
Bagong Lipunan	2-Classroom	1985	1m	500K	50armchair 1 table	10,000.00 3,000.00	1unit PC	15k	528k
SEDP	laboratory	1990	2m	1m	Tables stalls	10,000.00 3,000.00	Skeletal system	2k	1,015,000
Grand Total= 1,543,000 x 0.32216% = 4,970,93 (Premium)									

Prepared by :

Certified Correct::

School Head

ANGELITA S. RANALAN
Accountant

2. For schools who already have Insurance Policy, you are required to submit a copy to this office stating therein the effectivity, expiry and the specific property covered in the policy

3. The deadline for submission will be on February 28, 2014. Please submit in soft and hard copy using the excel program.

5. Immediate dissemination of and strict compliance with this Memorandum is enjoined.

Sample computation for Net Book Value:

$$\text{Net Book Value} = \text{Cost} - \text{Accumulated Depreciation}$$

$$\text{Depreciation/year} = \frac{\text{Cost} - \text{Salvage Value (10\% of cost)}}{\text{Estimated life (25 years)}}$$

$$\text{Annual Depreciation} = \frac{\text{Cost} - \text{Salvage Value}}{25 \text{ years}}$$

$$\text{Monthly Depreciation} = \frac{\text{Annual Depreciation}}{12}$$

$$\text{Accumulated Depreciation} = \text{depreciation from acquisition to present}$$