



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



April 4, 2017

DIVISION MEMORANDUM

No. 135 s. 2017

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
DISTRICT PROPERTY CUSTODIANS
SECONDARY SCHOOL HEADS
SECONDARY SCHOOL PROPERTY CUSTODIANS

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

Subject: **SCHEDULE AND GUIDELINES IN THE CONDUCT OF OCULAR
INSPECTION, PHYSICAL COUNTING, AND DISPOSAL OF SCHOOL
PROPERTIES CY 2017**

1. The Schedule of Inventory by District (Elementary and Secondary Schools):

April 17, 2017	Magsaysay 1 District
April 18, 2017	Magsaysay 2 District
April 19, 2017	Medina District
April 27, 2017	Talisayan District
April 28, 2017	Tagoloan District
May 2, 2017	Kinoguitan District
May 3, 2017	Sugbongcogon District
May 4, 2017	Salay District
May 5, 2017	Lagonglong District
May 8, 2017	Balingasag North District
May 9, 2017	Balingasag South District
May 10, 2017	Claveria 2 District
May 11, 2017	Claveria 1 District
May 12, 2017	Jasaan District
May 15, 2017	Villanueva District
May 16, 2017	Lugait District
May 17, 2017	Manticao District
May 18, 2017	Naawan District
May 19, 2017	Initao District
May 23, 2017	Libertad District
May 24, 2017	Laguindingan District
May 25, 2017	Alubijid District
May 26, 2017	Opol District

- All District and Secondary Schools are expected to have submitted already the Report of Physical Count of Property, Plant and Equipment (RPCPPE) and Report of Physical Count of Inventories (RPCI) per Division Memo No. 592 s. 2016.
- Representatives from the Commission on Audit (COA) will be part of the team and shall verify and confirm inventory from your reports. They will also witness to the disposal.
- For Disposal of Books and Properties, School Property Custodians and District Property Custodians shall prepare and submit the Report of Waste Materials and Inventory and Inspection Report of Unserviceable Property prior to the Schedule of Inventory.
- For Losses of Textbooks, please be guided by DepEd Order No. 14 s. 2012 and DepEd Order 25 s. 2003.