



DIVISION OF MISAMIS ORIENTAL

March 19, 2019

DIVISION MEMORANDUM

No. 150 s. 2019

**TO: Public School District Supervisors
 District Property Custodians
 Elementary and Secondary School Heads
 Elementary and Secondary School Property Custodians**

FROM: RANDOLPH B. TORTOLA
 Schools Division Superintendent

**Subject: SCHEDULE AND GUIDELINES IN THE CONDUCT OF OCULAR
 INSPECTION, PHYSICAL COUNTING AND DISPOSAL OF SCHOOL
 PROPERTIES CY 2019**

- Section 2 of Presidential Decree No. 1445 states that “all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned.” Accordingly, this Office adhere to the declared policy of the state and to implement the annual conduct of ocular inspection, physical counting and disposal of school properties for calendar year 2019.
- The following schedule of the physical inventory and disposal of unserviceable properties by district (Elementary and Secondary Schools) shall be observed.

No	DATE	DISTRICT
1	April 11, 2019	Claveria 2 District
2	April 12, 2019	Claveria 1 District
3	April 15, 2019	Balingasag South District
4	April 16, 2019	Alubijid District
5	April 22, 2019	Lagonglong District
6	April 23, 2019	Libertad District
7	April 24, 2019	Tagoloan District
8	April 25, 2019	Laguindingan District
9	April 26, 2019	Villanueva District
10	April 29, 2019	Gitagum District
11	April 30, 2019	Salay District
12	May 2, 2019	Magsaysay 1 District
13	May 3, 2019	Magsaysay 2 District
14	May 6, 2019	Initao District
15	May 7, 2019	Medina District
16	May 8, 2019	Balingasag North District



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No	DATE	DISTRICT
17	May 9, 2019	Lugait District
18	May 10, 2019	Kinoguitan District
19	May 16, 2019	Naawan District
20	May 17, 2019	Talisayan District
21	May 20, 2019	Manticao District
22	May 21, 2019	Jasaan District
23	May 22, 2019	Sugbongcogon District
24	May 24, 2019	Opol District
25	May 25, 2019	MOGCHS-CDO

3. To facilitate the inventory process and its schedule, it is requested that all items as reflected in the inventory reports must be on hand and shall be properly **labeled, cleaned, arranged and grouped** according to property classification.
4. School Property Custodians are expected to retrieve all textbooks from teacher-advisers. Losses of textbooks shall be resolved in accordance with DepEd Order 25 s. 2003 and DepEd Order 14 s. 2012.
5. The conduct of Inventory Taking shall focus on the following accounts:
 - a) Textbook and Instructional Materials Inventory (TXs, TMs, LMs, TGs)
 - b) Technical and Scientific Equipment (Science and Mathematics Equipment)
 - c) Information and Communication Technology Equipment (DCP Packages)
 - d) Other Machinery and Equipment (TVL Equipment)
 - e) Semi-Expendable Machinery and Equipment (purchases from school's MOOE)
6. The condemnable and unserviceable properties shall be reported to the Division Office on or before March 29, 2019 using WMR and IIRUP documents. Care and discretion must be exercised in determining items for disposal.
7. The Division Inventory and Disposal Committee shall randomly choose seven to ten schools per district as scheduled.
8. Representative 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 of properties, if any.
9. Teachers designated on part-time basis as Property Custodians who are required to conduct property inventory during summer vacation may be granted service credit per DepED Memorandum 328 s. 2009.
10. Any clarification shall be directed to the Property and Supply Section for appropriate action and approval of the Schools Division Superintendent.
11. Failure to comply will mean explanation to the office of the Schools Division Superintendent.
12. For guidance and strict compliance.

/egpc