



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

22 MARCH 2024

DIVISION MEMORANDUM

No. **201**, s. **2024**

**REITERATION OF DIVISION MEMORANDUM NO. 007 S. 2024 OR THE
GUIDELINES ON THE CONDUCT OF 2023 YEAR-END INVENTORY
TAKING AT SCHOOL LEVEL, SUBMISSION OF INVENTORY REPORTS
AND INVENTORY UPDATES ON PRIOR YEARS INVENTORY FINDINGS**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY & SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS II - CUSTODIAN
SCHOOL INVENTORY COMMITTEES
ALL OTHERS CONCERNED
This Division

1. This Office reiterates the following provisions stipulated in Division Memorandum No. 007 s. 2024 or the Guidelines on the Conduct of 2023 Year-End Inventory Taking at School Level, Submission of Inventory Reports and Inventory Updates on Prior Years Inventory Findings:

Under paragraph 2

“Public Schools District Supervisors are requested to monitor the conduct of inventory taking at school level through the District Property Custodians. Outputs of the activity are Report of Physical Count of Property, Plant and Equipment (**RPCPPE**), Report of Physical Count of Semi-Expendable Property (**RPCSP**), and Report of Physical Count of Inventories (**RPCI**) as applicable. The said reports shall be prepared in 4 copies (**COA, Accounting Supply & School**) and shall be submitted on or before January 22, 2024.”

Under paragraph 4

“On Prior Years Inventory Findings, an Inventory Updates through retrieval and settlement of property obligations must be addressed by the following non-compliant and semi-compliant schools:

Medina NCHS JHS & SHS	Kalawitan ES	Opol NSTS
Luna IS	CP Garcia ES	Sumalag ES
Sugbongcogon NHS	Casinglot ES	Talacogon IS
Luz Banzon IS	Biga ES	San Isidro NHS
Salay NHS	Lugait SHS	Tagoloan CS
Aluna ES	Initao NCHS JHS & SHS	Libertad SHS



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

In case you have already retrieved and/or pay obligations, you may send your proof of retrieval and proof of payment to misor.supply@deped.gov.ph

2. Enclosed is the list of schools who are required to submit the physical inventory reports as at December 31, 2023 (RPCPPE, RPCSP, RPCI) **as soon as possible**. Failure to submit the said reports shall be subject to the sanctions and penalties stated in Section 122 of Presidential Decree No. 1445.
3. Widest dissemination and strict compliance to this Memorandum is desired.

MARY ANN M. ALLERA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

/egpc



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

ENCLOSURE

1 ALUBIJID EAST DISTRICT

1 Loguilo ES

2 ALUBIJID WEST DISTRICT

2 Lanao ES
3 Sikiton ES
4 Tula ES
5 Lonsi ES
6 Lourdes Alubijid National High School
7 Sampatulog IS

3 BALINGASAG CENTRAL DISTRICT

8 Balingasag CS
9 Dansuli ES
10 Dumarait ES
11 Talusan ES
12 Waterfall ES

4 BALINGASAG NORTH DISTRICT

13 San Isidro NHS (JHS & SHS)

5 BALINGASAG SOUTH DISTRICT

14 Blanco ES
15 Gumpot ES
16 Hermano ES
17 Sulo ES
18 Upper Hermano ES
19 Kinanao Pamalihi ES
20 San Juan NHS (JHS & SHS)
21 Linabu IS
22 Samay IS

6 BALINGOAN DISTRICT

23 Mantangale SHS

7 CLAVERIA CENTRAL DISTRICT

24 Dr. Gerardo Sabal MNHS



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

8 CLAVERIA NORTHEAST DISTRICT

25 Don Gregorio Pelaez ES

9 CLAVERIA WEST DISTRICT – All Schools have Submitted Inventory Reports

10 GITAGUM DISTRICT – All Schools have Submitted Inventory Reports

11 INITAO NORTH DISTRICT

26 Kalacapan ES
27 Tubigan ES
28 Kalacapan NHS

12 INITAO SOUTH DISTRICT

29 Aluna ES
30 Casilohon ES
31 Pagahan ES
32 Pontacon ES
33 San Pedro ES
34 Sinalac ES
35 Tagpaco ES
36 Gimangpang IS

13 JASAAN NORTH DISTRICT

37 Bobontugan ES
38 I.S. Cruz ES
39 Jampason ES
40 Danao NHS

14 JASAAN SOUTH DISTRICT

41 Aplaya ES
42 Kimamaon ES
43 San Isidro ES
44 Solana ES
45 Aplaya NHS
46 Jasaan SHS
47 Corrales IS

15 KINOGUITAN DISTRICT – All Schools have Submitted Inventory Reports

16 LAGONGLONG DISTRICT – All Schools have Submitted Inventory Reports



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

17 LAGUINDINGAN DISTRICT – All Schools have Submitted Inventory Reports

18 LIBERTAD DISTRICT

48 Libertad NHS (JHS & SHS)

19 LUGAIT DISTRICT

49 Aya-aya ES
50 Biga ES
51 Betahon ES
52 Kalangahan ES
53 Kaluknayan ES
54 Lugait CS
55 Lugait NHS
56 Lugait SHS
57 Talacogon IS

20 MAGSAYSAY I DISTRICT

58 San Isidro ES
59 Tibon-tibon ES
60 Damayohan NHS
61 Cabalawan IS

21 MAGSAYSAY II DISTRICT

62 Consuelo ES
63 Gumabon ES
64 Kibungsod CS
65 Mahayahay ES
66 Pag-asa ES
67 Consuelo NHS
68 Tama IS
69 Artadi IS

22 MANTICAO DISTRICT

70 Digkilaan ES
71 Dunque ES
72 Manticao CS
73 San Isidro ES
74 Cabalantian NHS
75 Mahayahay IS
76 Malibato IS



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

23 MEDINA NORTH DISTRICT – All Schools have Submitted Inventory Reports

24 MEDINA SOUTH DISTRICT

- 77 Gov. Pelaez ES
- 78 Kibugahan ES
- 79 Labas Pagsama ES
- 80 Mananum Bag-o ES
- 81 Tambagan ES
- 82 Mananum Daan ES
- 83 Don Gregorio Pelaez NHS

25 NAAWAN DISTRICT

- 84 Don Pedro ES
- 85 Maputi ES
- 86 Mat-I ES
- 87 Naawan CS
- 88 Pasagdihon ES
- 89 Patag ES
- 90 Tuboran ES
- 91 Mat-I Naawan NHS
- 92 Naawan NHS
- 93 Maputi SHS

26 OPOL EAST DISTRICT

- 94 Barra ES
- 95 Igpit ES
- 96 Opol NSTS – SHS
- 97 Nangcaon IS

27 OPOL WEST DISTRICT

- 98 Bagoceboc ES
- 99 Megdaha ES
- 100 Patag ES
- 101 Bagoceboc NHS
- 102 Limunda IS
- 103 Tingalan IS
- 104 Salawaga IS



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

28 SALAY DISTRICT

- 105 Bunal ES
- 106 Guinalaban ES
- 107 Ili-ilihon ES
- 108 Inobulan ES
- 109 Looc ES
- 110 Matampa ES
- 111 Salagsag ES
- 112 Salay CS
- 113 Salay River ES
- 114 Saray ES
- 115 Looc NHS
- 116 Inobulan Honga Gue NHS
- 117 Alipuaton IS
- 118 Tinagaan IS

29 SUGBONGCOGON DISTRICT

- 119 Ampiang ES
- 120 Dampias E.A. Rañises ES
- 121 Kaulayanan ES
- 122 Kitambis ES
- 123 Mangga ES
- 124 Mimbuahan ES
- 125 Silad ES
- 126 Kidampas IS

30 TAGOLOAN WEST DISTRICT

- 127 Baluarte ES
- 128 Gracia ES
- 129 Tagoloan SHS

31 TAGOLOAN EAST DISTRICT

- 130 Sta. Ana ES
- 131 Sta. Cruz ES
- 132 Rosario NHS



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

32 TALISAYAN DISTRICT

- 133 Bugdang ES
- 134 Carmen ES
- 135 Kalamkam ES
- 136 Luyong Baybayon ES
- 137 Magkarila ES
- 138 Mintabon ES
- 139 Pangpangon ES
- 140 Punta Santiago ES
- 141 Puting Balas ES
- 142 Sindangan ES
- 143 Sta. Ines ES
- 144 Mandahilag NHS
- 145 Talisayan NHS
- 146 Sta. Ines NHS
- 147 Sta Ines SHS
- 148 Sibantang IS
- 149 Macopa IS

33 VILLANUEVA NORTH DISTRICT

- 150 Looc ES
- 151 Nangka ES
- 152 VN Chavez MCS
- 153 Kalingagan NHS

34 VILLANUEVA SOUTH DISTRICT

- 154 Villanueva SHS
- 155 Kimaya IS

35 MISAMIS ORIENTAL GENERAL COMPREHENSIVE HIGH SCHOOL

- 156 MOGCHS - JHS
- 157 MOGCHS - SHS