

Republic of the Philippines  
**Department of Education**  
 Bureau of Learning Resources - Cebu

School Level						
To be filled-up by the School Property Custodian/Property Teacher			To be filled-up by the Monitoring Team			
INDICATOR	YES	NO	EVIDENCE	YES	NO	REMARKS
<b>A. PRELIMINARY INFORMATION</b>						
Does the School Property Custodian (SPC) has official designation issued by School Head/Superintendent?			Memorandum on Official designation			
Does the school have Alternate Receiving Personnel?			Memorandum on Official designation			
Do you prepare communications to the school personnel related to Property Management?			Memorandum			
			Advisory			
			Letter			
			Notice			
<b>B. DELIVERY AND ACCEPTANCE OF ASSETS</b>						
Does the school have an Inspection and Acceptance Team?			Memorandum on Official designation			
Have you conducted inspection during the delivery?			Delivery Receipt			
			Inspection and Acceptance Receipt (Signed) <b>IAR</b>			
			Quality Receiver Test Questionnaire (Signed) <b>QRTQ</b>			
			PTR			
Do you have copy of the allocation/distribution list?			Allocation/Distribution List			
Were you informed of the upcoming deliveries of DepEd procured items?			Memo or Notice			
			Notice			
			Text message /phone call			
<b>C. UTILIZATION OF ASSETS</b>						
Is your school recipient of DepEd procured Equipment?						
a. ) Science & Math Equipment (SME)			Delivery Receipt (signed) <b>DR</b>			
			Property Transfer Report (Signed) <b>PTR</b>			
			<b>QRTQ</b>			

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b.) TVL tools and Equipment (TVL)			DR			
			IAR			
			PTR			
			QRTQ			
Does the property custodian solely accept the deliveries?			IAR			
Do you have a list of recipient personnel in the school?			Recipient List			
			Inventory Custodian Slip (signed)			
			ICS			
			Property Acknowledgement Receipt (signed) PAR			
Have anyone conducted monitoring activities in your school?			Visitors' Logbook: From....			
			DepED CO			
			DEpED RO			
			DepED SDO			
			Outside DepED			Pls. Specify:
Do you maintain a Stock/Property Card?			Stock Card			
			Property Card			
Do you prepare issuance document?			ICS			
			PAR			
			Requisition and Issue Slip (signed) RIS			
Do you forward Delivery receipts to your assigned Bookkeeper?			Duplicate copy of DR			
			Transmittal letter			
Do you submit RSMI regularly to your assigned Bookkeeper?			Copy of RSMI			
Do you have the required Inventory Report?						
· a. Report on Physical Count of Inventories (RPCI)			Signed and Received by COA			
· b. Report of Physical Count of Property, Plant and Equipment (RCPPE)			Signed and Received by COA			
Does the Inventory Report submitted on time?			Received date in the Report			
<b>D. DISPOSAL OF ASSETS</b>						
Have you conducted Disposal activity?			Inventory and Inspection Report of Unservicable Property (IIRUP)			
			Waste Material Report			

To be filled-up by the School Property Custodian/Property Teacher			To be filled-up by the Monitoring Team			
INDICATOR	YES	NO	EVIDENCE	YES	NO	REMARKS
Do you have List of Assets for disposal?			List of items for Disposal			
Does your school have BAC on Disposal			Memorandum on the Composition of BAC on Disposal			
Are you aware of the legal basis on Disposal procedures?			Copy of Disposal procedures			
<b>E. CAPACITY BUILDING</b>						
Have you undergone orientation on Property Custodianship?			Proof of Attendance			Pls. specify:
Are you aware of the revised Government Accounting Manual (GAM)?			Updated COA Forms used			
Have you attended any training/seminar/workshop related to Asset Management?			Proof of Attendance			Pls. specify:

REGION: \_\_\_\_\_

DIVISION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SCHOOL ID: \_\_\_\_\_

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

School Property Custodina/PropertyTeacher

**Note: Please prepare all the evidences for the Monitoring Team to Examine.**