



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



March 21, 2016

DIVISION MEMORANDUM
No. 112 s. 2016

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

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

Subject: **SCHEDULE AND GUIDELINES IN THE CONDUCT OF OCULAR
INSPECTION, PHYSICAL COUNTING, DISPOSAL AND APPRAISAL OF
SCHOOL PROPERTIES CY 2016**

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

April 11, 2016	Jasaan District, Villanueva District, and Tagoloan District
April 12, 2016	Magsaysay 1 and 2 District
April 13, 2016	Medina District and Talisayan District
April 14, 2016	Kinoguitan District and Sugbongcogon District
April 15, 2016	Salay District and Lagonglong District
April 18, 2016	Balingasag North and South District
April 19, 2016	Claveria 1 and 2 District
April 20, 2016	Lugait District and Manticao District
April 21, 2016	Initao District and Naawan District
April 22, 2016	Libertad District and Laguindingan District
April 25, 2016	Opol District and Alubijid 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. 461 s. 2015.
- Cluster Bookkeepers assigned to their respective district shall be the designated Witness to the Disposition of Unserviceable Properties and to check the accounts used in RPCI and RPCPPE are in line with the Revised Chart of Accounts for National Government Agencies under COA Circular 2014-003 dated April 15, 2014.
- In order to resolve the school properties without cost, School Heads shall create an Appraisal Committee to determine the value of school properties that is still operational/functional. Elementary appraisal committee shall be concurred by district appraisal committee.
- 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.