



Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**

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April 7, 2015

**DIVISION MEMORANDUM**

No. 80 s. 2015

**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 

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

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

Lugait District	April 16, 2015 (AM)
Manticao District	April 16, 2015 (PM)
Naawan District	April 17, 2015 (AM)
Initao District	April 17, 2015 (PM)
Libertad District	April 21, 2015 (AM)
Laguindingan District	April 21, 2015 (PM)
Alubijid District	April 22, 2015 (AM)
Opol District	April 22, 2015 (PM)
Claveria 1 District	April 23, 2015 (AM)
Claveria 2 District	April 23, 2015 (PM)
Tagoloan District	April 24, 2015 (AM)
Villanueva District	April 24, 2015 (PM)
Magsaysay 1 District	May 12, 2015 (AM)
Magsaysay 2 District	May 12, 2015 (PM)
Medina District	May 13, 2015 (AM)
Talisayan District	May 13, 2015 (PM)
Sugbongcogon District	May 14, 2015 (AM)
Salay District	May 14, 2015 (PM)
Kinoguitan District	May 15, 2015 (AM)

Lagonglong District	May 15, 2015 (PM)
Balingasag North District	May 19, 2015 (AM)
Balingasag South District	May 19, 2015 (PM)
Jasaan District	May 20, 2015 (AM)

2. 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. 11 s. 2015.
3. There will be a meeting of Cluster Bookkeepers assigned to their respective district on April 10, 2015 (9:00am) at the Division Office. Travelling expenses shall be chargeable to local funds. This is 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 and discuss to-do list during the conduct of Inventory.
4. 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.
5. 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.