



Republic of the Philippines
Department of Education
Region VIII
DIVISION OF TACLOBAN CITY
Tacloban City

May 24, 2022

DIVISION MEMORANDUM

No. 695 S. 2022

**PHYSICAL COUNT & CONDEMNATION OF SCHOOL PROPERTY IN
THE DIVISION OF TACLOBAN CITY FOR THE FISCAL YEAR 2021-2022**

To: **DISTRICT SUPERVISORS
ELEMENTARY & SECONDARY SCHOOL PRINCIPALS
HEAD TEACHER'S & ADMINISTRATIVE OFFICER II
SCHOOL PROPERTY CUSTODIANS**

1. The Physical count & Condemnation of School Property, National Allotment as a requirement by law will be conducted by the Accounting Office, Division Administrative Officer, Division Physical Facilities Coordinator, Supply Officer, IT Officer, Planning Officer, LRMDS Staff, ICU-Inspector together with the COA representative in accordance with the following schedules:

JULY 18-19, 2022 – CITY DIVISION OFFICE

DISTRICT LEARNING CENTER I

- JULY 20 - Tagpuro Elem.Sch., Villa Sophia, Old Kawayan Elem.Sch. Lucio Vivero Memorial School, Northern Tac. City Nat'l High Sch
JULY 21 - Sta.Elena Elem.Sch. New Hope Elem. School, Greendale Integ. School
Guadalupi Heights Integ. School
JULY 22 - Kapuso Integrated Sch., St. Frances Elem. Ridge View Elem.Sch.,
Sto. Nino Elem. Sch. North Hill Intg.School

DISTRICT LEARNING CENTER II

- JULY 25 - Bagacay Elem. School, Tigbao Dilt E. School, Tacloban City Nat'l. high Sch.
JULY 26 - Bulante Elem.Sch., Cabalawan Elem.Sch. Camansihay Elem. Sch
JULY 27 - Antonio Balmes Nat'l.High Sch.,Lorenzo Daa Mem. Sch, San Roque Elem.
Scandinavian Elem.School, Scandinavian National High School,

DISTRICT LEARNING CENTER III

- JULY 28 - Kapangian Central school, Salvacion Elem. Sch, Tac. City Nat'l Agri. Sch
JULY 29 - Basper Elem. School, Palanog Elem.School, Palanog Res. Elementary
School, Mercyville Elem. School

DISTRICT LEARNING CENTER IV

- AUG.01 - City Central School and Leyte National High School
AUG.02 - Bliss Elem.School, Nula-Tula Elem. School, Bayanihan Elementary Sch.



RELEASED
5/24/2022
5:22 PM

DISTRICT LEARNING CENTER V

AUG.03 - Rizal Central School and RTR Elementary School

AUG.04 - Sto Nino Senior High School and Cirilo Night High School

DISTRICT LEARNING CENTER VI

AUG.05 - Panalaron Central School and Sto. Nino SPED Center

AUG.08 - Anibong Elem. School, Anibong Night High School & Cirilo Roy MNHS

DISTRICT LEARNING CENTER VII

AUG.09 - Utap Elem. School and San Fernando Central School

AUG.10 - Judges A.R. Montilla E.S., Don Vicente Quintero Elem. School,
Tacloban City Night high School

DISTRICT LEARNING CENTER VIII

AUG. 11 - Sagkahan Nat'l High School ,Sagkahan Elem. School, Caibaan Elem.School,

DISTRICT LEARNING CENTER IX

AUG.12 - Marasbaras Elem. School and Marasbaras National High School

AUG.15 - V and G NHS, V & G Elem. School, Dr. AP Banez Memorial Sch.,

DISTRICT LEARNING CENTER X


AUG.16 - Manlurip Elem. School, Fisherman's Elem. Sch. San Jose Central Sch.

AUG.17 - San Jose National High School and San Jose Night HS

2. **The Presence of Accountable Officials in their respective jurisdiction during the count is a requirement by law, in order to have an immediate or spot resolution of property problem that may arise there at.**
3. **All Property issued by this office to District Supervisor, Principals, Head Teachers and Teacher-In-Charge of school National allotment be permanently retained in their respective schools under lock and key arrangement in the order of appearance in the Inventory/Property Acknowledgement Receipts (PAR) or Inventory Custodian Slip (ICS) to facilitate fast and accurate physical count and condemnation. Any property not presented during the count may be considered lost and/or subject to appropriate administrative proceedings under case-to-case basis.**
4. **Inventory & Condemnation Reports should be submitted to this office properly bound in long folder, **TYPEWRITTEN/COMPUTERIZED** & duly signed per page (at least 5 pages/copies- use legal or long bond paper) by the Principal and School Property Custodian. Deadline in the submission of inventory & Condemnation will be on or before **SEPTEMBER 15, 2022**. This deadline should be observed strictly.**
5. **Titles of items should be completed under its respective grade-level. Any property erroneously classified with other classes may be considered shortage in the grade-level where it should correctly belong.**
6. **In cases of movement, transfer of teachers, official (study) leave, promotions, all school Administrators, Property Custodians, & or other concerned non-teaching personnel of this Division to any Government or private office, proper clearance from their respective DISTRICT/ADMINISTRATIVE OFFICER II/SCHOOL CUSTODIAN & CDO SUPPLY OFFICER is a strict requirement by this Office.**

6.a. As a routinary policy & procedure, the above mentioned personnel are also required to see the Supply Officer for record & updating purposes from their various station on property accountability before moving/assuming to another school or district.

7. Inventory of Number of buildings, classrooms, toilets, desks, armchairs, blackboard, working tables, cupboard, teacher's table and any other government Physical Properties existing inside the school campus &or inside the classrooms should be accented for any property recorded into the official blank forms furnished to your good office on or before the inventory visit.
8. Donated Items for various private institutions/entity NGOS, LGÚS,PTCA, etc. whether semi expandable or non-expandable in nature be also recorded in a separate official blank forms furnished to your school. If available, place attached documents t supports said donation.
9. Documents pertinent to the ownership status of the SCHOOL SITE such Deed of Donation, Declaration and Real Property, Certificate of Land Title, and whatsoever should be given preferential concern by the school Administrator and be kept in a separate folder.
10. No **CLEARANCE** will be signed by this office without the certification from the District , Administrative Officer II or School Property Custodian that property and money responsibility have been properly accounted for.
11. **District Property Custodian** is advised to accompany the team during the count.
12. For more information and for the issuance of forms, please see the Supply Office.


MARIZA S. MAGAN EdD, CESO V
Schools Division Superintendent

Reference :DepEd ORDER no. 14,s 2012

Incl : None

Allotment: 2-3 (D.O. 50-97)

To be indicated in the Perpetual Index
Under the following subjects:

COA POLICY
FURNITURE
OFFICE EQUIPMENT
TEXTBOOKS/LEARNING MATERIALS