



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

February 03, 2025

**DIVISION MEMORANDUM**

No. 104 S. 2025

**PHYSICAL COUNT & CONDEMNATION OF SCHOOL PROPERTY IN  
THE DIVISION OF TACLOBAN CITY FOR THE FISCAL YEAR 2024-2025**

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

1. The Physical count & Condemnation of School Property by 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, and Dentist together with the COA representative in accordance with the following schedules:

**DISTRICT LEARNING CENTER I**

- May 05 - Tagpuro Elem.Sch. , Villa Sophia , Sta.Elena Elem.Sch, New Hope Elem. School  
and Lucio Vivero Central School.  
May 06 - Old Kawayan Elem.Sch. Sto. Nino Elem. Sch Northern Tac. City Nat'l High Sch  
And North Hill Intg.School

**DISTRICT LEARNING CENTER II**

- May 07 - Kapuso Integrated Sch, St, Frances Elem, Greendale Integ.School.  
Guadalupi Heights Integ. School  
May 08 - Ridge View Elem.Sch., Cabalawan Elem.Sch., Bulante Elem.Sch.,  
Tigbao Diit E. School,

**DISTRICT LEARNING CENTER III**

- May 09 - Camansihay Elem. Sch, Anibong Elem. School , Tacloban City Nat'l.  
high Sch. And Bagacay Elem. School  
May 12 - Kapangian Central school, San Roque Elem. Scandinavian Elem.School,  
Scandinavian National High

**DISTRICT LEARNING CENTER IV**

- May 13 - Antonio Balmes Nat'l.High Sch., Lorenzo Daa Mem. Sch, and Salvacion  
Elem. Sch  
May 14 - City Central School, Palanog Elem. School and Palanog Res. Elem. School

#### **DISTRICT LEARNING CENTER VI**

May 16 - Panalaron Central School, Cirilo Roy MNHS, Sto Nino SPED Center ,  
Sto. Senior High School and Bliss Elem.School

#### **DISTRICT LEARNING CENTER VII**

May 19 - San Fernando Central School ,Leyte National High School, Tacloban City Night  
high School, RTR Elementary School and Bayanihan Elementary Sch.

#### **DISTRICT LEARNING CENTER VIII**

May 20 - Sagkahan Nat'l High School , Sagkahan Elem. School , Don Vicente Quintero  
Elem. School ,Utap Elem. School and Judges A.R. Montilla Elem.School

#### **DISTRICT LEARNING CENTER IX**

May 21 - Caibaan Elem.School,V & G Elem. School, V and G NHS, Marasbaras National  
High School and Marasbaras Elem. School

#### **DISTRICT LEARNING CENTER X**

May 22, 2024 - Fisherman's Elem. San Jose Central Sch. San Jose National High School,  
Manlurip Elem. School, and Dr. AP Banez Memorial Sch.,

May 26-27, 2025 – CITY DIVISION OFFICE

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 WITH PICTURES before , during and after inventory & 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 JULY 15, 2025. 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**

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 to 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. Expenses incurred in the conduct of Physical Count & Condemnation of School Property shall be charged to **School MOOE Funds** subject to the usual accounting and auditing rules and regulations.
13. For more information and for the issuance of forms, please see the Supply Office.

*Sherlita A. Palma*  
SHERLITA A. PALMA, 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

