



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

August 11, 2023

DIVISION MEMORANDUM

No. **395** s. 2023

**INVENTORY ACCOUNTS DELIVERED TO RECIPIENT SCHOOLS
FROM 2018 TO 2022**

To : Public Schools District Supervisors
Secondary School Principals / Heads
District / Secondary School Property Custodians
District / Secondary School ICT Coordinators
District / Secondary School LR Coordinators

1. In compliance with the Joint Memorandum dated August 8, 2023 from Nolasco A. Mempin, Undersecretary for Administration and Annalyn M. Sevilla, Undersecretary for Finance, titled ***“Inventory Accounts Delivered to Recipients Schools”***, an accurate inventory of centrally procured DCP and Learning Resources from 2018 to 2022 has to be submitted.
2. In this connection, the field is hereby advised to provide the needed forms/ relevant information such as Delivery Receipts (DR), Property Transfer Report (if any) related to **DCP and LR deliveries from the period January 01, 2018 to December 31, 2022** and upload the same to <https://bit.ly/SDOInventoryAccounts> on August 11, 2023.
3. In order to fast track submission of the reports, District / Secondary Schools ICT Coordinators and District/Secondary Schools LR Coordinators are advised to provide assistance in the report preparation.
4. For information and immediate compliance.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent




Address: Banica, Roxas City
Contact Number: (036) 6518456
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

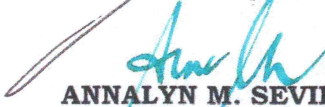


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

JOINT MEMORANDUM

TO : REGIONAL SUPPLY OFFICERS
DIVISION SUPPLY OFFICERS
SCHOOL PROPERTY CUSTODIANS
FINANCE OFFICERS

FROM :  **NOLASCO A. MEMPIN**
Undersecretary for Administration

 **ANNALYN M. SEVILLA**
Undersecretary for Finance

SUBJECT : INVENTORY ACCOUNTS DELIVERED TO RECIPIENT SCHOOLS

DATE : 08 AUGUST 2023

This refers to the overstated inventory accounts due to non-derecognition of centrally procured items despite delivery to various recipient offices and schools.

In order to address the overstatement of the inventory accounts, **Regional/Division Supply Officers and School Property Custodians are requested to comply with the following requirements needed to properly validate the centrally procured DCP and Learning Resources they received from January 01, 2018 to December 31, 2022.**

1. The SDO/School Property Custodian shall input the needed information, such as the items received, the corresponding date and number of Delivery Receipt, and Property Transfer Report, if any, in the attached **Annex A**.
2. Using the link below, the SDO/School Property Custodian shall locate the folder with their respective Region and/or SDO and upload the accomplished Annex A in excel format. In the same folder, scanned copies of the pertinent Delivery Receipts (DR) and Property Transfer Reports (PTR) must be uploaded.
<https://bit.ly/SDOInventoryAccounts>.
3. Likewise, all Finance Officers are requested to monitor the sheet and immediately update their respective books of accounts.
4. All are requested to accomplish the said form on or before August 11, 2023 (Friday).

5. For questions/clarifications about the form, please contact **Dir. Tara Triztina Rama**, Education Programs Management Office, via email address: tara.rama@deped.gov.ph, or via landline at (02) 8637-4211. All other concerns may be directed to **Mr. Albert Alano**, Chief Administrative Officer, Asset Management Division, via email address: albert.alano@deped.gov.ph, or via landline at (02) 8635-0551 / (02) 8633-7217.

For strict compliance, please.

Cc: **Dir. Tara Triztina Rama**, Education Programs Management Office
Mr. Albert Alano, Chief Administrative Officer, Asset Management Division
Ms. Wilma Elcanir, Accountant IV, Accounting Division