



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

October 5, 2023

DIVISION MEMORANDUM

No. **503** s. 2023

**SUBMISSION OF SCHOOL PROPERTY INVENTORY DATABASE
AS OF SEPTEMBER 30, 2023**

To: Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
District / Secondary School Property Custodians
District/ Secondary LR Coordinators
District/ Secondary ICT Coordinators
All others concerned

1. In compliance with the OPCRf requirements of the Office of the Schools Division Superintendent (aligned with Office Functions version 3) the field is hereby directed to submit the following by **Monday, October 16, 2023:**

- 1.1 Electronic School Inventory copies (both in Excel and signed PDF Versions) for all school properties as of September 30, 2023.
- 1.2 Format / Template to be used are Appendix 66 (for inventory items with unit price less than Php50,000.00) and Appendix 73 (for Property Plant and Equipment with unit price Php50,000 and above) all of which are downloadable from the Division Office website.
- 1.3 Guidelines for accomplishing accountable forms (Appendix 66/73) are hereto attached for ready reference.
- 1.4 Submission in USBs shall be consolidated by District Inventories for Elementary Schools and individual submission for Secondary and Integrated Schools.

- 2 For this particular inventory database, school custodians are advised to make use of the following inventory categories as follows:

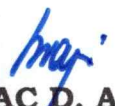

- 2.1 School Buildings
- 2.2 Textbooks and Teachers Manual or Learners Materials and Teachers Guide (LM's / TG's)
- 2.3 Furnitures and Fixtures
- 2.4 Equipment



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- 2.5 Kits and Supplementary Materials
- 2.6 Other Goods

- 3 All other information relative to this undertaking shall be disseminated through the Division Property Custodians Group Chat.
- 4 District / Secondary LR Coordinators/ICT/ALS Coordinators are advised to extend full assistance to the property custodians in the accomplishment of this report to ensure uniformity of figures in previously submitted reports of similar nature.
- 5 All submissions shall be made in electronic copies (placed in USB's both Excel and scanned PDF signed copies) to the Supply and Property Unit, SDO Capiz Division.
- 6 Immediate dissemination of and compliance with this memorandum is desired.


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

Encl.: As stated
Reference: None
To be included in the Perpetual Index
under the following subjects:

INVENTORY

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

***TYPE OF INVENTORY "EXAMPLE : EQUIPMENT"**

(Type of Inventory Item)

As at September 30, 2023

For which (Name of Accountable Officer / School Head), (Official Designation), (Entity Name / School Name) is accountable, having assumed such accountability on (Date of Assumption).

[illegible]

Certified Correct by:

Approved by:

Verified by:

**Signature over Printed Name of
Inventory Committee Chair and
Members**

***Printed Name and Signature of PSDS (District Level)/Secondary School Principal**
Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

GENEVIE M. ALCAZAR, MPA
Signature over Printed Name of COA
Representative

REPORT ON THE PHYSICAL COUNT OF INVENTORIES
***TYPE OF INVENTORY SAMPLE: "SCHOOL BUILDING"**

(Type of Inventory Item)

Fund Cluster : _____

For which (Name of Accountable Officer / School Head), (Official Designation), (Entity Name / School Name) is accountable, having assumed such accountability on (Date of Assumption of Sch Head / PSDS).

Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	Shortage/Overage		Remarks
					(Quantity)	(Quantity)	Quantity	Value	

Certified Correct by:

Signature over Printed Name of
Inventory Committee Chair and
Members

Approved by:

*Name of School Head if School Level or Name of DS if District Level
Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Verified by:

GENEVIE M. ALCAZAR, MPA
Signature over Printed Name of COA
Representative