



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : Assistant Schools Division Superintendent,
Chief Education Supervisor, Education Program Supervisor,
Public Schools District Supervisors,
Elementary and Secondary School Heads,
Elementary and Secondary School Property Custodians

FROM : **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **Schedule of 2018 Annual Division Physical Checking of Property,
Plant and Equipment (PPE)**

DATE : April 19, 2018

Please be guided of the schedule of 2018 Annual Division Physical Checking of Property, Plant and Equipment on May 23 to June 29, 2018;

Date	School
May 23, 2018	Libis ES, San Ysiro ES, Canumay ES, ANHS Canumay Ext., San Joseph ES, Kaysakat NHS, Kaysakat ES
May 24, 2018	Calawis Apia ES, Calawis NHS-Apia Ext., Calawis NHS, Calawis ES
May 25, 2018	Peace Village ES, Inuman ES, Cabading ES, Old Boso-boso ES
May 28, 2018	Upper Kilingan ES, Rizza ES, Sumilang ES, Pantay ES, San Luis ES
May 29, 2018	San Juan NHS, Sapinit ES, Binayoyo ES, Tanza ES
May 30, 2018	Nazarene Ville ES, Lores ES, Knights of Columbus ES, San Antonio ES
May 31, 2018	Kaila ES, Dalig ES, Teofila Z. Rovero ES, Antipolo City SPED
June 1, 2018	Juan Sumulong ES, Isaias Tapales ES, Dela Paz ES
June 4, 2018	Mayamot ES, Mambugan ES, Mambugan II ES,
June 5, 2018	Cupang ES, Cupang ES Annex, Muntindilaw ES, Muntindilaw NHS
June 6, 2018	Bagong Nayon IV ES, Bagong Nayon II ES, Bagong Nayon I ES
June 7, 2018	Penafrancia ES Annex, Penafrancia ES Main
June 8, 2018	Sta. Cruz ES, San Isidro ES
June 11, 2018 to June 29, 2018	Dela Paz NHS, Dalig NHS, MLGMNHS- Boso-boso Ext., San Roque NHS, ANHS-Dela Paz Ext., Antipolo National Science and Tech. HS Maximo Gatlabayan MNHS, MLGMNHS- Rizza Ext., Mayamot NHS, Mambugan NHS, Bagong Nayon II NHS, Antipolo National High School, San Isidro NHS, Marcelino Santos NHS, Cupang NHS, San Jose NHS

For the Implementing Units and Senior HS, the Division Physical Inventory Team will only check the Asset Management Registry Template and other Inventory Report.

For immediate dissemination.

UM 210, s. 2018

@mpg C. Lawis Ext. Brgy. San Isidro Antipolo City, Rizal, Philippines , www.depedantipolo.com

"Edukasyong Tapat at Sapat: Dapat Para sa Lahat"



CITY SCHOOLS DIVISION OF ANTIPOLO

2018 ANNUAL DIVISION PHYSICAL CHECKING

May 23 to June 29, 2018

I. Objectives

1. To check if school properties are properly recorded and issued.
2. To determine school property inventory (on-hand, shortage, losses)
3. To consult with the school heads and property custodians on important matters related to their respective functions such as problems encountered suggestions, queries, etc.
4. To monitor the needs of each school for future planning.

II. Division Inspection Team

Michael P. Glorial, Administrative Officer IV (Property and Supply)

Team Leader: (IE/EA Tools, Home Economics, Science Laboratory Equipment/Supplies, Office Furniture
Sports Equipment/Supplies, Learner's Manual, Teacher's Guide, SEF & Other Inventory Supplies)

Madiel D. Verzola, Division Engineer

Members:	Robert Olvida	District Property Custodian
	Rona Villette	Division Clerk
	Joycelyn Ann Bulos	Division Clerk
	Philip Hornilla	Warehouse Clerk

III. Guidelines

- a. Time – 8:00 AM to 5:00 PM
- b. School Heads, School Property Custodian, and all concerned must be present at the time of inspection.

c. Name of Property

- National Property
- Donated Property
- SEF Property
- MOOE Property

d. REPORTS/FORMS NEEDED

- Asset Management Registry for PPE
- Asset Management Registry for Semi-Expandable
- Stock Card
- Acknowledgement Receipt of Equipment
- Inventory of Learning Resource (DepEd Memo No. 201800127)
- Inventory of Semi-Expandable Items

For strict compliance.

1. Textbooks and Learning Materials:

Calendar Year	Supplier	Title of Learning Materials	QTY	Name of District Office

2. School Furniture

Calendar Year	Supplier	Type of School Furniture	QTY	Name of School

3. Mathematics and Science and Equipment

Calendar Year	Supplier	Package No.	QTY	Name of School



Republic of the Philippines

Department of Education

DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202/687-4146 Fax: (632) 631-5057
E-mail: lorna.dino@deped.gov.ph Website: www.deped.gov.ph



Undersecretary for Curriculum and Instruction

Memorandum

D.M - C.1 - 2018-00127

To: Regional Directors
Schools Division Superintendents
School Heads/Principals (Public Elementary and High Schools)

From: *Lorna D. Dino*
Lorna Dig Dino
Undersecretary for Curriculum and Instruction

Subject: Submission of Updated Inventory of Learning Resources

Date: April 18, 2018

1. All Public School Principals or Heads of Elementary and High Schools (Junior and Senior) are required to submit the inventory of usable K to 12 Learning Resources (LRs) to their respective Division Offices using the attached form "Learners' Resources Situation Report."
2. Division Offices shall consolidate the reports and submit these to the Bureau of Learning Resources (BLR), copy furnish the Regional Office and LR Supervisors, on or before May 31, 2018 thru the following:

Telefax Nos.	(02) 634-09-01;631-4985 (applies to division consolidated reports only)
Email address	milagros.rebato@deped.gov.ph (for Regions I, II, III, CAR, XI, and XII) angeline.espiritu@deped.gov.ph (for Regions IV-A/B, V, NCR, XIII, and ARMM) ireen.subebe@deped.gov.ph (for Regions VI, VII, VIII, IX, and X)
Mailing address	Addressed to : Edel B. Carag, Director III, OIC Director IV Bureau of Learning Resources, Department of Education Ground Floor, Bonifacio Building Philsports Complex, Meralco Avenue, Pasig City

3. Regional Directors and Division Superintendents must ensure the dissemination of this urgent message and likewise ensure the submission of the duly accomplished reports on or before the set deadline.
4. For your guidance and strict compliance.

Attach.: as stated

Mila

BLRPD - 01 - 18 - 098

