



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

February 22, 2020

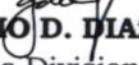
DIVISION MEMORANDUM

No. 058 s. 2021

SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT, AND EQUIPMENT AND INVENTORY AND INSPECTION REPORT OF THE UNSERVICEABLE PROPERTY WITH DEPRECIATION COST

To: District Supervisors
Principals In-charge
School Heads, Elementary, Junior & Senior High Schools
Property Custodian
All Others Concerned

1. DepEd Northern Samar is in the process of conducting inventory of properties, plant and equipment together with unserviceable properties and depreciated properties in the Division Office, District Offices, and all elementary, Junior and Senior high schools.
2. Relative to this, all District and School Property Custodians/Supply Officers are advised to submit the Report on the Physical Count of Property, Plant, and Equipment and Inventory and Inspection Report of Unserviceable Properties with Depreciation Cost by district and by school on or before March 8, 2021 to the Supply Office (Attn: Mr. Romeo D. Mijares).
3. Attached are two forms to be accomplished by the district and/or school property custodians or designated supply officers, namely: a) Report on the Physical Count of Property, Plant, and Equipment, and b) Inventory and Inspection Report of Unserviceable Property.
4. For your information and immediate compliance.


GORGONIO D. DIAZ JR., PhD, CESO V
Schools Division Superintendent



Attachment # 2

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

As of _____

Entity Name: _____

Fund Cluster: _____

(Name of Accountable Officer)

(Designation)

(Station)

INVENTORY									INSPECTION AND DISPOSAL							
Date Acquired	Particulars/ Articles	Property No.	Qty.	Unit Cost	Total Cost	Accumulated Depreciation	Carrying Amount	Remarks	DISPOSAL					Approval	RECORD OF SALE	
									Sale	Transfer	Destruction	Others Specify	Total	Value	OR.No	Amount

I HEREBY request inspection and disposition pursuant to Section 79 of PD 1445, of the property enumerated above.

Requested by: _____ Approved by: _____

(Signature over Printed Name of Accountable Officer) (Signature over Printed Name of Authorized Official)

(Designation of Accountable Officer) (Designation of Authorized Official)

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgement, the best for the public interest.

(Signature over Printed Name of Inspection Officer)

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this _____ day of _____

(Signature over Printed Name of Witness)

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, plant and Equipment)

As at _____

Fund Cluster: _____

For which _____ is accountable, having assumed such accountability on _____
(Name of Accountable Officer) (Designation) (Entity Name) (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE / COST	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

Certified Correct by:

Approved by:

Verified by:

 Signature over Printed Name of Inventory Committee Chair and Members

 Signature over Printed Name of Head of Agency/Entity or Authorized Representative

 Signature over Printed Name of COA Representative