



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Schools Division of Marinduque
RECORDS SECTION
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 Name: 002533
 Signature: 
 Date: MAR 28 2025

Office of the Schools Division Superintendent

March 24, 2025

DIVISION MEMORANDUM
 No. 046, s. 2025

**CONDUCT OF ANNUAL PHYSICAL COUNT OF INVENTORIES,
 SEMI-EXPENDABLE PROPERTIES, AND PROPERTY,
 PLANT AND EQUIPMENT**

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 District and School Property Custodians
 Division, District and School Inventory Committee Members
 All Others Concerned

1. The Schools Division of Marinduque, through the Administrative Service Section and Property and Supply Unit, will conduct the **Annual Physical Count of Inventories, Semi-Expendable Properties, and Property, Plant and Equipment**, including donations in all public elementary, junior, and senior high schools on April 21, 2025 onwards.

2. The inventory includes school buildings and structures, IT equipment, office equipment, communication equipment, furniture and fixtures, textbooks, learners' materials and teachers' manuals, TVL equipment, science and math equipment, sports equipment, kitchen, shop and garden tools, and other equipment and inventory items which are owned by the agency, including donations from private groups and individuals.

3. The Division Inventory Team, which shall facilitate the conduct of the inventory taking, is composed of the following personnel:

Team Leader	May Bernadeth O. De La Rosa Administrative Officer V
Asst. Team Leader	Ruby M. Tan Administrative Officer IV
Members	Administrative Officer II in-charge of the school
	District Bookkeeper
	District Property Custodian
	School Property Custodian



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Secretariat	Marie Lourence J. Luarda Administrative Aide VI
	Guiller B. Maulion Clerk I

4. To realize the efficient conduct of the activity, the School Property Custodians, together with the concerned school personnel, shall undertake the following activities prior to the on-site validation of school properties:

- a. perform physical inventory of all school properties;
- b. prepare and update Stock Cards, Semi-expendable Property Cards, Property Cards, Inventory Custodian Slips, Report of Supplies and Materials Issued, Report of Semi-Expendable Properties Issued;
- c. prepare inventory of school properties per employee/teacher and update the School Report on Physical Count of Inventories, Semi-Expendable Properties, and Property, Plant and Equipment;
- d. arrange and label school properties accordingly;
- e. prepare a separate list of donated books and equipment;
- f. prepare copies of approved procurement documents (i.e. Purchase Requests, Purchase Orders and Delivery Receipts, Inspection and Acceptance Reports) for the procurement of goods and services conducted from 2024-2025; and
- g. prepare necessary documents for disposition of unserviceable and obsolete school properties following the prescribed procedures on disposal.

5. School heads shall ensure full compliance with the abovementioned tasks and provide necessary assistance to the concerned school personnel when needed. The required documents shall be presented to the Division Inventory Team during the conduct of the inventory taking.

6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: None

References: None

To be indicated in the Perpetual Index under the following subjects:

EQUIPMENT

INVENTORY

PROPERTY

SCHOOL BUILDING

/OSDS-PSU-RMT



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