



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 20 2023

MEMORANDUM

No. 021 s. 2023

PHYSICAL INVENTORY OF SCHOOL PROPERTIES

To: OIC - Assistant Schools Division Superintendent
Administrative Officer V
All Public Elementary and Secondary School Principals/OICs
School Property Custodians
All Others Concerned

1. The Annual Physical Inventory of School Properties will be on January 23-31, 2023, following the attached schedule. This is in compliance with COA Circular 80 - 124, Paragraph IV.
2. All School Heads, through their Property Custodians, shall prepare the Inventory Report of Properties according to the following classifications: National, SEF (Local Government), and Donations (one copy each). For Condemnation, prepare the following forms: Waste Material Report (WMR) and Inventory and Inspection Report of Unserviceable Property (IIRUP) (one copy each).
3. All schools shall submit and upload the *Summary (Annex B)* of the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Report on the Physical Count of Inventories (RPCI) on or before January 20, 2023 at <https://drive.google.com/drive/folders/1P2G2KzhZ9nYDMdeNFZBKIKR5XGWtGC> Td. The separate sheet per PPE account classification, i.e. Communication Equipment, Office Equipment, Furniture and Fixtures etc. is based on the 2015 Revised Chart of Accounts.
5. All schools must follow the Guidelines and Procedures in the Conduct of Physical Count of Inventory, Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies based on COA Circular No. 2020-006.
6. School Heads are enjoined to personally conduct a pre-checking of school properties to determine the accuracy of the inventory reports and are responsible for any discrepancy in the report or loss of property.



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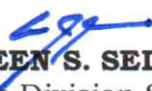
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7. The members of the Division Inventory Team are:

Team Leader	:	<i>Ms. Noemi A. Valdez</i> Administrative Officer V
National Property	:	<i>Ms. Maileen M. Peñaflor</i> Administrative Assistant III, Administrative Office <i>Ms. Lourdes Norally D. Lumaad</i> Administrative Assistant III, Accounting Unit <i>Mr. Mark Anthony E. Andor</i> Administrative Assistant III, Property and Supply Unit
City Property (SEF)	:	<i>Ms. Lourdes V. Rodilla</i> Administrative Officer IV, Records Unit <i>Mr. Antonio G. Olanda</i> Property Custodian Coordinator
Donations	:	<i>Ms. Rochelle A. Jimenez</i> SEPS, Social Mobilization And Networking Unit <i>Ms. Fe T. Cabrera</i> Property Custodian Coordinator
Condemnation Comm.	:	<i>Mr. Mark Joseph C. Fernandez</i> Public Schools District Supervisor <i>Ms. Noemi A. Valdez</i> Administrative Officer V <i>Ms. Ma. Romma S. Pagador</i> Administrative Assistant III, Supply Unit <i>Mr. Eduardo L. Kondo</i> Project Development Officer II, DRRM
Auditor	:	<i>Ms. Eliza Q. Bermudez</i> State Auditor III, COA

8. Attached is the Schedule of Inventory per School (Annex A).

9. For guidance and strict compliance.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: COA Circular 80 - 124
To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

PROCUREMENT

PROPERTIES

JVI – 2022 Physical Inventory of School Properties

021/

Annex A. Enclosure to Division Memorandum No. 021, 2023

1	Filinvest Alabang Elementary School	January 23, 2023
2	Cupang Elementary School – Annex	
3	Bagong Silang Elementary School	
4	Sucat Elementary School Annex – Zone 3	
5	Sucat Elementary School Annex – Zone 4	
6	Sucat Elementary School - Main	January 24, 2023
7	Muntinlupa Business High School - Annex	
8	Buli Elementary School	
9	Muntinlupa Business High School - Main	
10	Cupang Senior High School	January 25, 2023
11	Cupang Elementary School - Main	
12	Alabang Elementary School	
13	Bayanan Elementary School – unit 1	
14	Alternative Learning System	
15	Pedro E. Diaz High School	January 26, 2023
16	Bayanan Elementary School - Main	
17	F. De Mesa Elementary School	
18	Soldiers Hills Elementary School	
19	Putatan Elementary School	
20	Putatan Elementary School	January 27, 2023
21	Lakeview Integrated School (Elem)	
22	Lakeview Integrated School (JHS)	
23	Muntinlupa Elementary School	
24	Itaas Elementary School	
25	Muntinlupa National High School – Main (JHS)	January 30, 2023
26	Muntinlupa National High School – Main (SHS)	
27	Poblacion Elementary School	
28	Poblacion National High School	
29	Victoria Homes Elementary School	
30	Tunasan National High School (JHS)	January 31, 2023
31	Tunasan National High School (SHS)	
32	Muntinlupa Science High School (JHS)	
33	Muntinlupa Science High School (SHS)	
34	Tunasan Elementary School	