



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum Street, Brgy. 8, City of Kabankalan



DIVISION MEMORANDUM

No. 276 s. 2019

To: OIC, Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Elementary School Heads
Secondary School Heads
Property Custodians
All Concerned

From: **PORTIA M. MALLORCA, PhD., CESO V**
Schools Division Superintendent

Date: November 26, 2019

Subject: Submission of Annual Inventory Reports

1. The COA is requiring the Annual Reports of PPE by December 31, 2019. Thus, the Central Office also need the Regional and Division Inventory Reports.
2. With this, the Division Supply Office will consolidate Inventories of Schools by December, 2019.
3. Property Custodians must submit the INVENTORY REPORTS on or before December 15, 2019 using the following Templates:
 - Property, Plant & Equipment
 - Furnitures
 - Buildings (NSBI)

Please see below links for downloadable templates:

<http://www.depedkabankalancity.com/downloads.html>

4. For immediate dissemination and appropriate action.