



Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



DIVISION MEMORANDUM

NO. 41, S. 2019

To: Principals and School Heads (Elementary and Secondary)
Property Custodians

From: *LM Ortillo*
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

Date: March 6, 2019

Subject: **Inventory of Schools Properties**

Requesting all School Property Custodians to prepare the following:

- Textbook Inventory (download at <http://www.depedkabankalancity.com/downloads.html>)
- NSBI (download at <http://www.depedkabankalancity.com/downloads.html>)
- Physical Plant and Equipment (PPE) (download at <http://www.depedkabankalancity.com/downloads.html>)
- Property Inventory (download at <http://www.depedkabankalancity.com/downloads.html>)
- Copy of Land Title/Ownership
- DCP Inventory (as per DCPMS c/o School ICT Coordinator)
- Furnitures (download at <http://www.depedkabankalancity.com/downloads.html>)

The Division Inspection and Inventory Team will visit the school's division wide to conduct inventory of properties starting March 11, 2019.

Immediate and widest dissemination of this memorandum is hereby directed.