



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 17, 2021

Division Memorandum
No. D60 s. 2021

TO : Public School District Supervisors
All Elementary School Heads
Secondary School Heads

ATTENTION : School Supply Officers / District Property Custodians/ School Property Custodians

FROM : JUDELLA R. LUMPAS EdD, CESO VI
Schools Division Superintendent

SUBJECT : **INVENTORY OF SCHOOL PROPERTY AND INSPECTION OF MOOE FUNDED UNDER TO BASIC EDUCATION-LEARNING CONTINUITY PLAN (BE-LCP) PROJECT**

- The field is hereby instructed to submit the Inventory of School Property particularly funded from MOOE downloaded for Basic Education Learning Continuity Plan (BE-LCP) Project to Supply Unit care of ROY BASIL G. TRINIDAD. Please submit the photocopy of said report together with the following:
 - INVENTORY CUSTODIAN SLIP (ICS) for items "with serviceable life of more than one year but small enough to be considered as PPE
 - PROPERTY ACKNOWLEDGMENT RECEIPT (PAR) for IT Equipment, Office Equipment, vehicle more than Fifteen Thousand (P15,000.00).
- In this regard, you are hereby directed to prepare for physical counting all the entrusted government properties and equipment based on the Report on Physical Count of Inventory.
- Deadline of the submission is on **March 3, 2021**.
- Immediate dissemination of the Memorandum to all concerned is earnestly desired.



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Kaalam Alang Sa Igsoong Biliranon Kaabag Ang Sociedad
More. Be Counted. Achieve!

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NAVAL, BILIRAN
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