



Republic of the Philippines  
**Department of Education**

MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEP-ED OCCIDENTAL MINDORO  
**RELEASED**  
BY: \_\_\_\_\_  
DATE: APR 13 2022  
DIVISION OFFICE  
MAMBURAO

Office of the Schools Division Superintendent

April 12, 2022

**DIVISION MEMORANDUM**

No. 000162, s. 2022

**DIVISION ANNUAL PHYSICAL INVENTORY**

**To : OIC-Office of the Asst. Schools Division Superintendent  
Public Schools District Supervisors / Coordinating Principals  
Public Elementary and Secondary School Heads, TIC's  
District and School Property Custodians (Elem/Sec.)  
Administrative Officer II  
All Others Concerned.**

1. For the information and guidance of all concerned, the Annual Physical Count of inventories involving all properties physical plant and equipment, and all personnel in the Elementary and Secondary / Integrated schools in the division will be undertaken by the Inventory Team composed of the following personnel:

COA Team Leader and / or her authorized representative/s  
Division Administrative Officer V  
Division Accountant  
Division Engineer  
Division Supply Officer  
Division ITO

2. To facilitate the inventory process, it is requested that all items as reflected in the inventory reports must be on hand and ready for the inspection and the storerooms and other places where the stocks may be located should be clean and prepared so that an orderly and smooth checking could be made.

3. The condemnable and unserviceable properties located in each school should also be reported using the necessary documents for that purpose. Validation as to existence and real condition of the items listed therein will also be undertaken by the COA personnel before any action could be made. Care and discretion must be exercised in determining these items for condemnation.

4. Land and Building Valuation is also an integral part of property inventory. As such, the date of acquisition, value, type and other description of new properties, if any must be indicated in the report. Supporting papers must also be attached to show the ownership.

  
**LYNN G. MENDOZA**

OIC – Schools Division Superintendent

OSDS/HRM



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Enclosure No. 1 – Division Memorandum No. 12, s. 2011)

DIVISION ANNUAL INVENTORY SCHEDULE

School/District	Date
1. Rizal District Rizal NHS, Manoot, Aguas, Magsikap	April 26-28, 2022
2. Calintaan District, Calintaan NHS Poypoy Annex, Iriron NHS Malpalon Annex, Tanyag NHS Concepcion NHS,	April 29- May 1, 2022
3. Sta. Cruz District, Sta. Cruz NHS Pinagturilan Annex, Sinagtala Annex Barahan NHS	May 3-4, 2022
4. Mamburao District OMNHS	May 5-6, 2022
5. Looc District, Looc NHS, Looc NSOF  Lubang District, Lubang IS, Lubang VHS, Cabra Annex Tilik NHS	May 16-20, 2022
6. Sablayan South District, Ligaya NHS Paulino Legaspi NHS, Yapang NHS Sta. Lucia Annex	May 2-6, 2022
7. Sablayan North District, Sablayan NHS Pag-Asa Annex, San Vicente NHS Claudio Salgado Annex, Ilvita Annex Victoria NHS	May 26-28, 2022
8. Paluan District, Paluan NHS	June 1-3, 2020
9. Abra de Ilog District, Abra de Ilog NHS Biga Annex, Cabacao NHS	June 8-10, 2022

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Camurong Annex	
10. Magsaysay District, Magsaysay NHS Alibog Annex, Mapaya Annex Purnaga Annex, Sta. Teresa NHS	June 13-17, 2022
11. San Jose South District, Iling NHS Pawican Annex, Ambulong IS	June 20-24, 2022
12. San Jose North District, Central NHS SJNAIHS and Mangarin Annex	June 28-30, 2022
13. San Jose NHS Pedro T. Mendiola Sr. MNHS	July 1-2, 2022

Note :

**Submission of School Inventory Reports (Elem/Sec) to the District/Cluster School  
Property Custodian for**