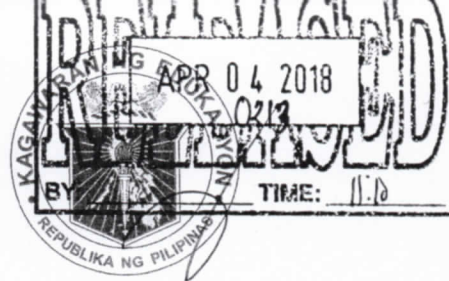


Republic of the Philippines
Department of Education
National Capital Region

DIVISION OF CITY SCHOOLS, NAVOTAS

Bagumbayan Elementary School Compound
M. Naval St., Sipac-Almacen, Navotas City



April 3, 2018

DIVISION MEMORANDUM

No. 024 s, 2018

**ANNUAL PHYSICAL COUNT OF INVENTORIES FOR TEXTBOOKS, LEARNER'S MANUAL,
TEACHER'S GUIDE/MANUAL AND SCHOOL FURNITURES**

To: OIC-Assistant Schools Division Superintendent
Chief, CID and SGOD
Division/District Supervisors
Elementary/Secondary Principals
District/School Custodians

1. The Division Annual Physical Count of Inventories for Textbooks, Learner's Manual, Teacher's Guide/Manual and School Furnitures will be held on April 24-27, 2018. The schedules are as follow:

- Group 1** (April 24, 2018)
Bangkulasi E/S, NBB E/S, NBBN E/S, Tanza E/S*, Tanza NHS
- Group 2** (April 25, 2018)
San Rafael E/S, San Rafael TVS, Dagat-dagatan E/S, Kapitbahayan E/S*, Kaunlaran NHS, ,
- Group 3** (April 26, 2018)
San Roque ES, San Roque NHS, Tangos NHS, Tangos I E/S*, Tangos E/S, Wawa E/S,
- Group 4** (April 27, 2018)
Navotas E/S, Navotas -I E/S, Daanghari E/S*, Navotas NHS, Bagumbayan E/S,

* Team will have their lunch

2. The pre-Inspection shall be conducted by School/District prior to the physical count on.

3. All shortages of books will be settled in accordance with DepEd Order no. 25, s. 2003 "RESOLVING LOSSES OF TEXTBOOKS".

4. All classrooms are required to be accessible for the physical count of school furnitures.

5. Documents such as Stock Card, Inventory of Custodian Slip and Inventory and Inspection Report of Unserviceable Property shall be ready and made available during the inspection.

6. Verification in any discrepancies must be made and clarified before the start of the scheduled physical count.

7. The following are the members of the Audit Team:

- a. NCR Director or a Representative
- b. Schools Division Superintendent or a Representative
- c. Division Resident Auditor or a Representative
- d. City Resident Auditor or GSO Representative

- e. Division Physical Facilities Coordinator
- f. Division Planning Officer
- g. Division Supply Officer
- h. Support Staff (2)
- i. District Custodian (2)

8. Immediate and wide dissemination is desired.

MELITON P. ZURBANO, CESE
OIC- Schools Division Superintendent