



Department of Education
Region III

SCHOOLS DIVISION OF BULACAN

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: www.bulacandeped.com ☎ Email: bulacan@deped.gov.ph



June 18, 2018

To: Public Schools District Supervisors
Secondary School Heads
Elementary School Heads

INVENTORY OF SEMI-EXPENDABLE ITEMS

In compliance to DepEd Unnumbered Memorandum dated April 25, 2018 issued by Asset Management Division, re: Inventory of Semi-Expendable Items, each district property custodian in the elementary level and school heads in the secondary level are required to submit inventory report. The report covers as of December 31, 2017, using the attached form on or before June 22, 2018 in soft and hard copy to LRMDC and to its email address at lrmdsbulacan@deped.gov.ph.

For guidance and strict compliance.


ZENIA G. MOSTOLES, Ed.D.,CESO V
Schools Division Superintendent

Division Letter
No. 121 s. 2018



Required Format of the Report (Please use EXCEL)

ELEMENTARY

**INVENTORY OF MATHEMATICS AND SCIENCE EQUIPMENT
(as of December 2017)**

School: _____

District: _____

Calendar Year	Supplier	Package No.	Quantity

Submitted by:

District Property Custodian

Noted:

District Supervisor



Required Format of the Report (Please use EXCEL)

SECONDARY

**INVENTORY OF MATHEMATICS AND SCIENCE EQUIPMENT
(as of December 2017)**

School: _____

Calendar Year	Supplier	Package No.	Quantity

Submitted by:

School Property Custodian

Noted:

Secondary Principal/School Head



Republika ng Pilipinas

Kagawaran ng Edukasyon
ASSET MANAGEMENT DIVISION

MEMORANDUM -

25 April 2018

For: **ALL DIVISION SUPPLY OFFICERS**

SUBJECT: **INVENTORY OF SEMI-EXPENDABLE ITEMS**

This is in connection to the various inventory items recorded/booked up in Central Office Book of Accounts, like Textbooks/Learning Materials, School Furniture and Science and Math Equipment which were delivered, used and disposed in various recipient schools.

The amount of balances recorded in the Central Office - Book of Accounts as of October 31, 2017 are as follows:

a. Textbook and Learning Materials	P 3,694,945,605.40
b. School Furniture	, 465,832,083.60
c. Science and Math Equipment	2,628,159,211.60

With this, we would like to request your good office to submit your inventory reports as of December 31, 2017 on the three (3) accounts on or before June 30, 2018 using the suggested format (on excel file) to Mr. Albert C. Alano, Supervising Administrative of this office as indicated in the attached annexes:

1. Annex 1 : Textbooks and Learning Materials
2. Annex 2 : School Furniture
3. Annex 3 : Mathematics and Science Equipment

Your usual cooperation on this urgent matter will be highly appreciated.

M. L. ABLAY
4/24/18

MARITNESS L. ABLAY
Chief, Asset Management Division