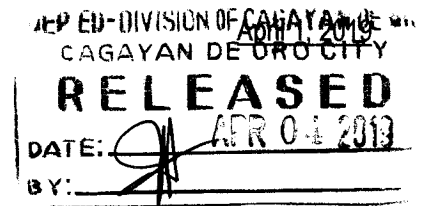




Republic of the Philippines  
Department of Education  
Region X  
**CAGAYAN DE ORO CITY DIVISION**  
Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



Division Memorandum  
No. 266s., 2019



**TO :** Elementary School Heads and School Property Custodians  
Secondary School Heads and School Property Custodians  
This Division

**SUBMISSION OF SEPARATE INVENTORY REPORT  
FOR ICT EQUIPMENT AND ALL EXISTING SCHOOL FURNITURE**

1. Pursuant to DepEd Unnumbered Memorandum dated March 18, 2019, the Asset Management Division of DepEd Central Office requires the submission of the following inventory reports, to wit:
  1. ICT equipment in schools (including DCP Packages)
  2. Existing School Furnitures (ex. Teachers Tables, Chairs and Armchairs)
2. Thus, you are hereby directed to submit the said reports on or before April 10, 2019.  
Attention: LAVERNE L. MERCADO  
Administrative Officer IV (Supply Officer III)
3. Kindly use the Sample Template attached to this memorandum in preparation of the reports.
4. For information and strict compliance.

  
JONATHAN S. DELA PEÑA, Ph.D., CESO V  
Schools Division Superintendent

Encl.: sample template  
Reference: DepEd Memo  
Supply/LLMercado

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF CAGAYAN DE ORO

\_\_\_\_\_  
(name of school)

\_\_\_\_\_  
(address)

**INVENTORY OF ICT EQUIPMENT**

No.	Particulars	Quantity
1	Laptop	
2	Desktop	
3	Printer ( toner based)	
4	Printer ( Ink Based)	
5	Projector	
6	AVR	
7	UPS	
8	DCP Batch _____	
9	DCP Batch _____	
10	DCP Batch _____	
11	DCP Batch _____	
12		
13		
14		

Prepared by:

\_\_\_\_\_  
School Property Custodian

Verified by:

\_\_\_\_\_  
School Inventory Committee

Noted:

\_\_\_\_\_  
School Head

Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region X  
 DIVISION OF CAGAYAN DE ORO

\_\_\_\_\_

(name of school)

\_\_\_\_\_

(address)

**INVENTORY OF SCHOOL FURNITURES**

1	ARMCHAIRS	
	particulars	Quantity
	All Wood	
	All Bamboo	
	Non-Wood	
	Bamboo & Steel	
	Wood and Steel	

3	TEACHERS TABLE & CHAIR	
	particulars	Quantity
	All Wood	
	Wood and Steel	
	Non-Wood	

2	2 SEATER TABLE & CHAIR	
	particulars	Quantity
	All Wood	
	Wood & Steel	
	Non-Wood	

Prepared by:

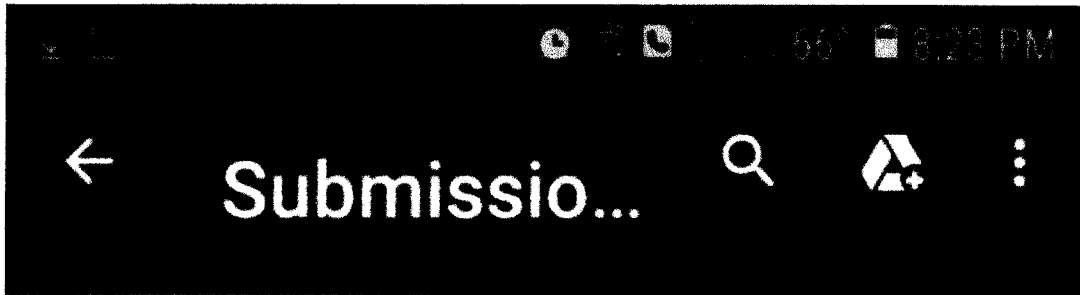
\_\_\_\_\_  
 School Property Custodian

Verified by:

\_\_\_\_\_  
 School Inventory Committee

Noted:

\_\_\_\_\_  
 School Head



Republic of the Philippines  
**Department of Education**  
Administrative Service  
**ASSET MANAGEMENT DIVISION**

18 March 2019

**MEMORANDUM**

**FOR: REGIONAL SUPPLY OFFICERS  
DIVISION SUPPLY OFFICERS**

**FROM: MARITESS L. ABLAY**  
Chief, Asset Management Division

**SUBJECT: Submission of Separate Inventory Report for ICT  
Equipment and All Existing School Furniture**

As required by the Information and Communications Technology Service Unit of the Office of the Undersecretary for Administration (OSA), we would like to request for the submission of the following inventories reports:

1. ICT equipment in the Regional and Division Office
2. ICT equipment in schools under each Division Office including DCP (if any)
3. Existing school furniture (e.g. Teacher's tables and chairs and armchairs)

Kindly use the **sample template** in preparing the reports. Submit the well-organized inventories reports on or before **15 April 2019** for ICT equipment and **30 April 2019** for school furniture. Please email the reports to [albert.alano@deped.gov.ph](mailto:albert.alano@deped.gov.ph) and indicate **Region or Division - Inventory Report for ICT Equipment and Existing School Furniture** in the email subject line.

Respectfully,

