



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

August 11, 2023

DIVISION MEMORANDUM
NO. **406** s. 2023

INVENTORY ACCOUNTS DELIVERED TO RECIPIENT SCHOOLS

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public School District Supervisors
Heads of Public Elementary and Secondary Schools
School / District Property Custodians
All Others Concerned

1. This pertains to the Joint Memorandum dated August 08, 2023 from the Office of the Undersecretary for Finance subject: Inventory Accounts Delivered to Recipient Schools. This refers to the overstated inventory accounts due to non-derecognition of centrally procured items despite delivery to various recipient offices and schools.

In order to address the overstatement of the inventory accounts. Regional/Division Supply Officer and School Property Custodians are requested to comply with the following requirements needed to properly validate the **centrally procured DCP and Learning Resources** they received from January 01, 2018 to December 31, 2022.

2. In view of this, school property custodians shall input the needed information, such as the items received, the corresponding date and number of Delivery Receipts, and Property Transfer Report, if any, in the attached Annex A. <https://bit.ly/SDOInventoryPampangaANNEXA>

3. Using the link below, the school property custodian shall locate the folder with their respective district / cluster and upload the accomplished AnnexA in excel format. In the same folder , scanned copies of the pertinent Delivery Receipts (DR) and Property Transfer Reports (PTR) must be uploaded. <https://bit.ly/SDOInventoryAccount-Uploading>. Kindly named the files with the following format.

SCHOOL ID-SCHOOL NAME-DR-YEAR-DCP/LR
SCHOOL ID-SCHOOL NAME-PTR-YEAR-DCP/LR
ANNEX-A-R3-PAMPANGA-NAME OF SCHOOL

4. All are requested to accomplish the said form on or before August 14, 2023.

5. District property custodians are requested to monitor the submission of the required reports.




Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
Telephone No.: (045) 435-2728
eMail Address: pampanga@deped.gov.ph

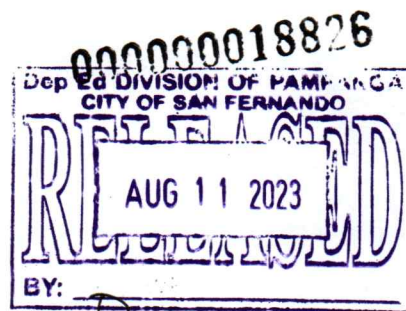




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6. Please see the enclosures for other details.
7. For additional information, please email Ms. Sharon M. Catangal, Division Supply Officer, at sharon.catangal001@deped.gov.ph.
8. Immediate and wide dissemination of this Memorandum is desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



Encl.: As stated.
osds-supply-2023-05-025



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

JOINT MEMORANDUM

**TO : REGIONAL SUPPLY OFFICERS
DIVISION SUPPLY OFFICERS
SCHOOL PROPERTY CUSTODIANS
FINANCE OFFICERS**

FROM : NOLASCO A. MEMPIN
Undersecretary for Administration


ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : INVENTORY ACCOUNTS DELIVERED TO RECIPIENT SCHOOLS

DATE : 08 AUGUST 2023

This refers to the overstated inventory accounts due to non-derecognition of centrally procured items despite delivery to various recipient offices and schools.

In order to address the overstatement of the inventory accounts, **Regional/Division Supply Officers and School Property Custodians are requested to comply with the following requirements needed to properly validate the centrally procured DCP and Learning Resources they received from January 01, 2018 to December 31, 2022.**

1. The SDO/School Property Custodian shall input the needed information, such as the items received, the corresponding date and number of Delivery Receipt, and Property Transfer Report, if any, in the attached **Annex A**.
2. Using the link below, the SDO/School Property Custodian shall locate the folder with their respective Region and/or SDO and upload the accomplished Annex A in excel format. In the same folder, scanned copies of the pertinent Delivery Receipts (DR) and Property Transfer Reports (PTR) must be uploaded.
<https://bit.ly/SDOInventoryAccounts>.
3. Likewise, all Finance Officers are requested to monitor the sheet and immediately update their respective books of accounts.
4. All are requested to accomplish the said form on or before August 11, 2023 (Friday).

5. For questions/clarifications about the form, please contact **Dir. Tara Triztina Rama**, Education Programs Management Office, via email address: tara.rama@deped.gov.ph, or via landline at (02) 8637-4211. All other concerns may be directed to **Mr. Albert Alano**, Chief Administrative Officer, Asset Management Division, via email address: albert.alano@deped.gov.ph, or via landline at (02) 8635-0551 / (02) 8633-7217.

For strict compliance, please.

Cc: **Dir. Tara Triztina Rama**, Education Programs Management Office
Mr. Albert Alano, Chief Administrative Officer, Asset Management Division
Ms. Wilma Elcanir, Accountant IV, Accounting Division