



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION

DepED, Division of Zambo. Norte

Aug 23 2021
Date: _____ By: _____

RELEASED

Division Memorandum No. 419, S. 2021

To: PSDSs/PICDs
District Property Custodians
School Heads (of Non-Implementing Units)
School Inventory Committees
All Others Concerned
This Division

From:  **MA. LIZA B. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: SUBMISSION OF ACCOMPLISHED INVENTORY FORMS

Date: AUGUST 23, 2021

1. This has reference to the conduct of physical inventory of property, plant and equipment as provided in Division Memorandum No. 381 s. 2021. A virtual orientation was held last August 18, 2021 to acquaint the Inventory Committee in the schools with the specific and delineated tasks. Also, the manner of accomplishing the forms has been discussed in that convergence. The forms can still be accessed online via depedzn.net/link/invfiles.

2. As a reminder, the office issues this memorandum to reiterate compliance with submission of the accomplished inventory forms pursuant to the agreed process, to wit:

- a. The School Property Custodian (SPC) shall submit hard and soft copies of accomplished forms to the District Property Custodian (DPC).
- b. The DPC shall collate and submit the soft copies of accomplished forms online thru zn.supply@deped.gov.ph. Hard copies shall also be submitted to the SDO through Supply Unit.
- c. **The deadline for submission is September 3, 2021.**

3. The PSDSs/PICDs are directed to ensure fulfillment of the tasks herein provided before the target date.

4. For more information, please send an email at zn.supply@deped.gov.ph or contact the **Supply Unit**, Ground Floor, SDO Building, Capitol Drive, Estaka, Dipolog City at cellphone number 09187357374.

5. Immediate dissemination of and strict compliance with this memorandum is enjoined.

SUPPLYjlr/Accomplished Inventory Forms/DM018-2021/08232021

