



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte

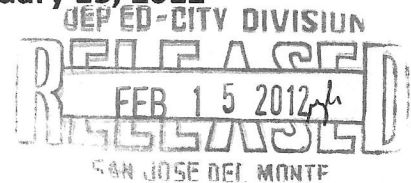


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February 15, 2012

DIVISION MEMORANDUM

No. 39 s. 2012



SUBMISSION OF AN INVENTORY OF SCHOOL PROPERTIES

To: **District Supervisors**
All Secondary and Elementary School Principals

1. In line with the Division's continuing efforts to evaluate the efficiency and effectiveness of schools in terms of providing necessary provisions for learning and instruction, an audit and inventory of school properties, materials and equipments has to be undertaken.
2. An Inventory Checklist is herewith attached for each school to fill up.
3. The information that may be derived from the figures will be utilized for planning purposes and be made a basis for future recommendatory actions with regard to school needs allocation.
4. The deadline for submission is February 24, 2012.
5. For wide dissemination and immediate compliance.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent



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INVENTORY CHECKLIST

February 15, 2012

Name of School: _____

Address: _____

A.

No. Of Academic Classrooms		No. of Libraries	
No. of Chairs per Class		No. Of Computer Rooms	
No. of Toilets		No. of Science laboratories	
No. of Industrial Arts Building/Rooms		others	
No. of HE Bldg/Rooms		Others	

B. List of equipment/Materials Per Classroom

C. List of Textbooks and Reference Books

D. List of Science Laboratory equipment, materials, apparatuses

E. List of Furniture and Appliances acquired or donated to the School

OK AMARON B. VILLARDO JR. 1150 IV
 Schools Division Superintendent