



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



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July 12, 2016

DIVISION LETTER

No. 47 s. 2016

To: Elementary/Secondary School Heads/OICs

Please accomplish and submit the attached form on or before July 14, 2016 to Division Supply and Property Unit. The data gathered are for submission to COA.

Your immediate action on this letter is highly requested.

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



“Collaborating with our Leaders, Caring for our Learners”



Department of Education - Division of City of San Jose del Monte

INVENTORY OF EQUIPMENT ACQUIRED THROUGH DONATIONS

(Include all items classified as PPE)

As of December 31, 2015

DONOR	ITEM/DESCRIPTION	PROPERTY NUMBER	QUANTITY	YEAR DONATED	AMOUNT	STATUS	ISSUED TO (Name of Accountable Officer)	LOCATION
E.g.								
NHA	Land							
PTA (School Projects)	School Building							
PAGCOR	Office Equipment							
SM Foundations	Furnitures & Fixtures							
JICA	Information Technology & Software Equipment							
Other Government Institutions	Motor Vehicle							
Private Sectors	Medical, Dental & Laboratory Equipment							
Canteen Funds	Library Books							
NGOs	Machineries							
ETC.	Sports Equipment							
	Other Property, Plant & Equipment							
	Other Machineries & Equipment							

Prepared by:

School Property Custodian

Noted by:

School Principal