



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

August 24, 2022

DIVISION MEMORANDUM

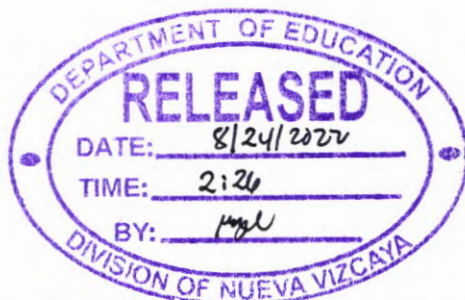
No. 284 s. 2022

SUBMISSION OF DELIVERY RECEIPTS (DR), INSPECTION AND ACCEPTANCE REPORTS (IAR) AND PROPERTY TRANSFER REPORTS (PTR) OF ALL ITEMS DELIVERED FROM DEPED CENTRAL OFFICE

TO: Assistant Schools Division Superintendent
CID and SGOD Chief EPS
Accountant III
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Administrative Officers II
Supply Officers/ School Property Custodians
All Other Concerned

1. To ensure proper recording and reconciliation of all inventory items delivered from Central Office directly to schools, this Office, through the Division Property and Supply Unit, requires all recipient schools to provide **photocopies of all Delivery Receipts, Inspection and Acceptance Reports and Property Transfer Reports of all delivered items from CY 2020 to present** including , but not limited to various DCP Packages, Science and Mathematics Equipment (SME), Technology and Livelihood Education (TLE), Technical-Vocational -Livelihood (TVL) armchairs and tables, textbooks and other various items /IT packages from Central Office.
2. The Division Supply Officer will be monitoring the submission by schools and will provide the Accounting Unit copies for the updating of records.
3. Deadline of submission of the required documents shall be on **August 31, 2022**.
4. All supporting documents (DR,IAR, PTR) from subsequent deliveries made directly to schools from Central Office and/or Regional Office shall be filed accordingly with copies to be furnished to the Division Property and Supply Unit.

For information, guidance and strict compliance of all concerned.




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Schools Division Superintendent: 



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