



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: 446-1488 Fax: (074) 442-7819



DEPED DIVISION OF BAGUIO CITY

NOV 03 2017

RELEASED

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DIVISION MEMORANDUM

No. 371, s. 2017

TO: Secondary School Principals;
Elementary School Principals;
Teachers-In-Charge;
All Others Concerned

FROM: 
FEDERICO P. MARTIN, Ed.,D. CESO VI
Schools Division Superintendent

SUBJECT: REPORT OF DISPOSABLE GOVERNMENT PROPERTY

DATE: October 23, 2017

1. This is to inform the field that Secondary and Elementary school heads to report all disposable government property in their respective schools.
2. Enclosed herewith are the templates of the above said required report.
3. Specification of the items are earnestly requested. Reports will be submitted on or before the end of the year 2017.
4. Immediate and widest dissemination is enjoined.

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WASTE MATERIALS REPORT

(Agency)

Place of Storage: _____

Date: _____

ITEMS FOR DISPOSAL

ITEM	QTY.	UNIT	DESCRIPTION	RECORD OF SALES	
				O.R. NO.	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			TOTAL		

Certified Correct: _____
Property Officer

Disposal Approved: _____

CERTIFICATE OF INSPECTION

I hereby certify that the property enumerated above was disposed of as follows:

- Item _____ Destroyed
- Item _____ Sold at private sale
- Item _____ Sold at public auction
- Item _____ Transferred without cost to _____

INSPECTION and DISPOSAL

DISPOSAL						RECORD OF SALES	
Sale	Transfer	Destruction	Others (Specify)	Total	Appraised Value	OR No.	Amount
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgement, the best for the public interest.

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this ____ day of _____

 (Signature over Printed Name of Inspection)

 (Signature over Printed Name of Witness)