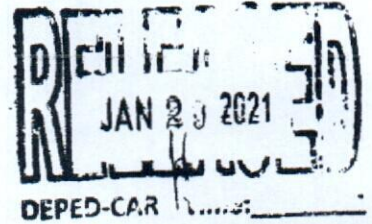




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



REGIONAL MEMORANDUM  
No. 031-2021

January 28, 2021


**Inventory of School Furniture**

To: Schools Division Superintendents  
Division Engineers  
Division Supply Officers  
All Others Concerned

1. School Furniture 2021 are allotted for the Newly Constructed School Buildings with a new design, single table with chair. To maximize the effective and efficient use of all physical resources of our Agency and in preparation for school opening for SY 2021-2022, Schools Division Offices are advised to conduct a physical inventory of the Schools furniture and equipment and update their records on school facilities.
2. To accomplish this, the school shall determine if there is an excess or shortage of furniture and equipment based on actual enrolment. The schools shall submit report on the inventory of school facilities to the Division Offices for consolidation. Division offices shall determine the excess furniture and equipment and shall distribute it to the schools having a shortage following the existing guidelines on transfer of property.
3. The School Property custodian shall submit report to the Division Offices not later than February 15, 2021 for consolidation. The Division Office thru the Asset Management Section shall furnish the regional office the consolidated inventory of school furniture and equipment thru email add: [essd.depedcar@gmail.com](mailto:essd.depedcar@gmail.com).
4. For information and immediate compliance.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
**FOR YOUR INFORMATION & APPROPRIATE ACTION**

  
**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent



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ISO 9001:2015 Certified  
Quality Management System  
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