



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: MAR 13 2023
TIME: _____
BY: _____

March 13, 2023

DIVISION MEMORANDUM
No. 102, s. 2023

SUBMISSION OF INVENTORY CUSTODIAN SLIPS (ICS)

To: All Public School Heads
School Administrative Officer II
Supply/Property Custodian

1. Pursuant to the Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022 titled Guidelines on the Implementation of Section 23 of the General Appropriation Act (RA) No. 11639 also known as the General Appropriation Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from P15,000.00 to P50,000.00, this Office requires all public schools to submit copies of Inventory Custodian Slip (ICS) for items procured amounting to less than P50,000.00 under MOOE from March 2022 onwards.
2. The accomplished ICS for March 2022 to February 2023 shall be submitted to the SDO-Supply Unit on or before March 31, 2023. For March 2023 and succeeding months, the submission shall be every last Friday of the month.
3. For inquiries and clarifications, please contact the Administrative Officer IV (Supply Officer), Vima Cadungog through vima.cadungog@deped.gov.ph
4. Immediate dissemination of and compliance with this memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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