



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

11 June 2021

DIVISION MEMORANDUM
DM No. 388, s. 2021

**SUBMISSION OF CONSOLIDATED REPORT ON PHYSICAL COUNT OF
SCHOOL BUILDINGS**

To: OIC- Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Elementary Schools Administrative Officer II
District and School Property Custodian
All Others Concerned

1. In response to the Audit Office Memorandum (AOM) recommendations issued by the office of the resident auditor of SDO Quezon, this office initiates measure to gather up to date data on School Buildings and Other School Properties for the purpose of budgetary allocations for the insurance requirements under General Insurance Fund (GIF) of the Government Service Insurance System (GSIS) as a mandatory requirement under item 1.0 of COA Circular No. 92-390 and section 11 of the Republic Act (RA) No. 656 known as the Property Insurance Law.
2. All school heads with the help of school and district property custodians are advised to accomplish the template on **Consolidated Report on Physical Count of School Buildings** accurately through submission of hard copies to respective District Property Custodian for consolidation on or before **June 18, 2021**. The consolidated inventory by districts shall be submitted to this Office on or before **June 25, 2021** through the email of Supply Section at sdo.quezon.supply@deped.gov.ph.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Date/Time: 6/14/2021

By: Rommel

Ref. No: **DM 388, S. 2021**



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

3. If there are buildings for which cost could not be determined, their value shall be determined by an appraisal. It is advisable to seek for help in our respective municipal/city assessor's office. The assessor can appraise and assess the value of our school building.
4. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUPmcsr06/11/2021

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



CONSOLIDATED REPORT OF PHYSICAL COUNT OF SCHOOL BUILDINGS

as of MAY 30, 2021

District: _____

School: _____
School ID: _____

TYPE OF SCHOOL BUILDING	No. of Floors	PROPERTY NUMBER	MAKE Concrete/ Wood/ Mixed	DATE OF COMPLETION YEAR OF CONSTRUCTION	SOURCE OF FUND	BUILDING COST	NO. OF INSTRUCTIONAL ROOMS	NO. OF NON INSTRUCTIONAL ROOMS	CURRENT CONDITION (Good, Major, Minor, demolition or completion)	REMARKS

Prepared & Submitted by: _____ Attested by: _____

School Property Custodian

Date: _____

District Property Custodian
AC-II

Date: _____

Date: _____
School Head

Date: _____
District Supervisor

Date: _____
Member

Date: _____
Member

*attach copy of NSSI Report