



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

7 January 2026

**DIVISION MEMORANDUM**

No. 009, s. 2026

**SUBMISSION OF DOCUMENTS FOR PROPER RECORDINGS OF ALL  
PROPERTIES PROCURED BY DEPED CENTRAL AND REGIONAL OFFICE**

To: Assistant Schools Division Superintendents  
Chief - Curriculum Implementation Division (CID)  
Chief - School Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
Public School Heads  
District Property Custodians  
School Property Custodians  
All Others Concerned

1. In compliance with DepEd Order No. 45 s. 2006 dated November 24, 2006, re: Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties procured by DepEd Central Office and DBM Procurement Services, District Property Custodians together with the Schools Property Custodians are to submit the scanned copy of the following documents received from Central and Regional Office from January-December 2025.

- Delivery Receipt (DR)
- Inspection and Acceptance Report (IAR)
- Inventory Transfer Receipt (ITR)/ Property Transfer Receipt (PTR)
- Property Acknowledgement Receipt (PAR)
- Inventory Custodian Slip (ICS)
- Certificate of Final Acceptance (CFA)

2. This aims for the effective, transparent, efficient and accurate recordings of all the delivered supplies/materials procured by DepEd Central and Regional Office.

3. **School Property Custodians** shall prepare a report of all the deliveries per category using the **Property Form 1** (Please see Annex A) available at <https://tinyurl.com/PROPERTYFORM1> and submit the scanned copies of the above-mentioned documents to their respective District Property Custodian (DPC), following the details below:

folder name: NAMEOFSCHOOL\_PROPERTY&SUPPLIES\_2025  
ex. BALAYAN EAST CS\_PROPERTY&SUPPLIES\_2025;  
inside the folder upload the scanned documents per category with  
file name: Name of School\_Name of Category\_2025  
ex. Balayan East CS\_ICT\_2025



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4. **District Property Custodians** shall consolidate the reports submitted by their respective schools and upload the consolidated file along with the scanned documents at <https://tinyurl.com/PF1BYSUBOFFICE-2026>, on or before January 15, 2026, with:

folder name: DISTRICTNAME\_PROPERTY&SUPPLIES\_2025  
ex. BALAYAN EAST SUB-OFFICE\_PROPERTY&SUPPLIES\_2025

5. For clarification and further inquiries, you may call the Property and Supply Unit at (043) 722-1840 loc. 218 or at contact no. 0962-194-3414.

6. Immediate compliance and widest dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

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## Annex A

Property Form No. 1

## DEPARTMENT OF EDUCATION

DepED Complex, Meralco Ave. Pasig City

Report on Deliveries (Textbooks/Desk and Armchairs/Equipment) Received Procured by Central Office/ DBM Procurement Service

**Note:**

This Form shall be used by the recipient school in preparing the report on deliveries.

Name of School: \_\_\_\_\_

Complete Address of School:

Division/ Region:

[illegible]

Prepared by:

### Property Custodian

Date \_\_\_\_\_

Certified Correct by:

School Head/ Principal

Date \_\_\_\_\_



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
**Telephone:** (043) 722-1840 / 722-1796  
**Email Address:** deped.batangas@deped.gov.ph  
**Website:** www.depedbatangas.com