



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



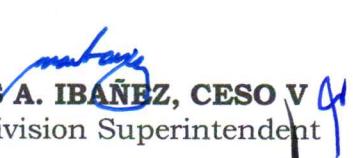
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4. **District Property Custodians** shall consolidate the reports submitted by their respective schools and upload the consolidated file along with the scanned documents at <https://tinyurl.com/PF1BYSUBOFFICE-2026>, on or before January 15, 2026, with:

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. IBÁÑEZ, CESO V
Schools Division Superintendent

SUBMISSION OF DOCUMENTS FOR PROPER RECORDINGS OF ALL PROPERTIES PROCURED BY DEPED CENTRAL AND REGIONAL OFFICE / R2-148316 /01/07/2026

DEPARTMENT OF EDUCATION

DepED Complex, Merato Ave. Pasig City

Property Form No. 1

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

Note

Name of School: _____
Complete Address of School: _____
Division/ Region: _____

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

Prepared by:

Certified Correct by

Presentations

School Head/ Principal

Date