



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

June 30, 2026

DIVISION MEMORANDUM

No. 315, s. 2026

**SUBMISSION OF DOCUMENTS FOR PROPER DOCUMENTATIONS OF
PROPERTIES PROCURED BY DEPED CENTRAL OFFICE OR DEPED
REGIONAL OFFICE from January to June 2026**

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, entitled “Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties procured by DepEd Central Office and DBM Procurement Services”, School Property Custodians through their District Property Custodians must submit to the Schools Division Office- Property and Supply Unit the scanned copy of the following documents received from the DepEd Central Office or DepEd Regional Office from January-June 2026.

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

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

3. **School Property Custodians** shall prepare and submit the **Property Form 1**, (Please see Annex A or you may also access it through this link: [Property Form No. 1.xlsx](#)) by recording all deliveries according to their respective categories. It must



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



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be submitted in both editable unsigned Excel format and sign-approved PDF format with all the scanned copies of the above-mentioned documents, to their respective District Property Custodian. The following shall be used as format:


Folder name: NAMEOFSCHOOL_PROPERTY&SUPPLIES_June2026
ex. BALAYAN EAST CS_PROPERTY&SUPPLIES_June2026;

inside the folder upload the reports and the scanned documents per category with
File name: Name of School_Name of Category_June2026
ex. Balayan East CS ICT_June2026

4. **District Property Custodians** shall consolidate the reports submitted by their respective School Property Custodians and upload the consolidated file through this link: [CENTRAL AND REGIONAL OFFICE PROCURED JUNE 2026](#), on or before July 10, 2026, using the following format:

Folder name: DISTRICTNAME_PROPERTY&SUPPLIES_June2026
ex. BALAYAN EAST SUB-OFFICE_PROPERTY&SUPPLIES_June2026

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

CMB/SUBMISSION OF DOCUMENTS FOR PROPER DOCUMENTATIONS OF PROPERTIES PROCURED BY DEPED CENTRAL OFFICE OR DEPED REGIONAL OFFICE from January to June 2026/R2-153409 / June 30, 2026



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