Republic of the Philippines

# DEPARTMENT OF EDUCATION

Region VII, Central Visayas

# DIVISION OF BOHOL

City of Tagbilaran

# 2017 Division Annual Physical Checking

**And Inventory of School Property**

**ELEMENTARY**

**DEPED COMPUTERIZATION PROGRAM**

**BATCH 24 & 25**

# NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Property Custodian

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Principal

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Schools District Supervisor/Principal

The Teacher-In-Charge of taking care of the School Property during the long

vacation should not leave his/her station without prior permission

from the Schools Division Superintendent

**xxxxxxxxxxxxxxxxxxxxxxxxxx**

**xxxxxxxxxxxxxxxxxxxx**

**xxxxxxxxxxxxxx**

**xxxxxxxxxxx**

**xxxxxxx**

**xxxx**

DCP - page 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QTY. REC’D. | QTY. ON HAND | LOSSES/CONDEM. | TITLE | UNIT PRICE |
|  |  |  |  |  |  | BATCH 24 |  |
|  |  |  |  |  |  | Host PC, Branded. Brand New | 36,400.00 |
|  |  |  |  |  |  | Desktop Virtualization Kit/Access, Terminals/Thin | 17,102.58 |
|  |  |  |  |  |  | LED Monitor, 18.5”, Widescreen, Branded, Brand New | 27,197.10 |
|  |  |  |  |  |  | Keyboard and Mouse, Branded, Brand New | 4,867.20 |
|  |  |  |  |  |  | Printers, Inkjet, 3-in-1, Branded, Brand New | 2,892.40 |
|  |  |  |  |  |  | Projector, Branded, Brand New | 37,390.08 |
|  |  |  |  |  |  | Laptop Computer, Branded, Brand New | 27,634.13 |
|  |  |  |  |  |  | Multimedia Speakers, 2.1, Branded, Brand New | 1,375.96 |
|  |  |  |  |  |  | Uninterruptible Power Supply (UPS), Branded Brand New | 5,564.00 |
|  |  |  |  |  |  | Networking Peripherals, UTP CAT 6 & RJ45, Brand New | 1,077.08 |
|  |  |  |  |  |  | Automatic Voltage Regulator (AVR) Branded | 2,600.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **BATCH 25** |  |
|  |  |  |  |  |  | Host PC, Branded, Brand New, HP Compaq Pro 6300 | 26,000.00 |
|  |  |  |  |  |  | Desktop Virtualization/Access Terminals/Thin | 2,600.00 |
|  |  |  |  |  |  | Client using shared computing, branded, brand new, |  |
|  |  |  |  |  |  | NCOMPUTING M300 3-IN-1 |  |
|  |  |  |  |  |  | LED Monitor, 18.5” Wide Screen,. Branded, brand new HP V192 | 4,160.00 |
|  |  |  |  |  |  | Keyboard and Mouse, branded, brand new HP | 520.00 |
|  |  |  |  |  |  | 3-in-1 Inkjet Printers, branded, brand new HP K209g | 3,120.00 |
|  |  |  |  |  |  | Switch, 8 ports, branded, brand new TP-LINK TL-SG1024 | 3,016.00 |
|  |  |  |  |  |  | Uninterruptible Power Supply (UPS) branded, brand new | 5,200.00 |
|  |  |  |  |  |  | LIBERTY PSA 1000VA |  |
|  |  |  |  |  |  | Networking Peripherals, 9UTP CAT 6 & RJ45, brand new | 13,520.00 |
|  |  |  |  |  |  | GENERIC |  |
|  |  |  |  |  |  | Automatic Voltage Regulator (AVR), branded, brand new | 3,640.00 |
|  |  |  |  |  |  | STAVOL SVC – 1000VA |  |
|  |  |  |  |  |  |  |  |

I hereby certify that I have physically checked properly therein three (1) page and that the same is found in the District/Municipality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , all covered by valid receipts. I personally assumed money responsibility for all the property which I produce or account who requested to do so by higher authority. I know that in accepting receipts for the property under the charges of teacher and other employee directly responsible to me. I am hereby accepting full responsibility for the property covered therein and am liable for all shortages arising in the future.

 APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 2017 , as to entries in the first column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Property Custodian |  | Principal |  | Schools District Supervisor |