Republic of the Philippines

# DEPARTMENT OF EDUCATION

Region VII, Central Visayas

# DIVISION OF BOHOL

City of Tagbilaran

# 2020 Division Annual Physical Checking

**And Inventory of School Property**

##### SECONDARY

**FURNITURES & FIXTURES**

# 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**

**xxxxxxxxxx**

MOOE Fund – page 1

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| QTY. REC’D. | | QTY. ON HAND | | | LOSSES/  CONDEM. | | | TITLE | | UNIT PRICE |
|  |  | |  |  | |  |  | | Supply and Delivery of School Funitures |  |
|  |  | |  |  | |  |  | | Elementary Arm Chair All Wood |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2007) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2007) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2007) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2008) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2008) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2008) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2009) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2009) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2009) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2010) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2010) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2010) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2011) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2011) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2011) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2012) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2012) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2012) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2013) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2013) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2013) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2014) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2014) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2014) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2015) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2015) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2015) |  |
|  |  | |  |  | |  |  | | Steel & Plastic Armchair (Right) CY 2015 |  |
|  |  | |  |  | |  |  | | Steel & Plastic Armchair (Left) CY 2015 |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2016) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2016) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2016) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2017) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2017) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2017) |  |
|  |  | |  |  | |  |  | | Tables & Chairs (CY 2018) |  |
|  |  | |  |  | |  |  | | Teachers Table (CY 2018) |  |
|  |  | |  |  | |  |  | | Armchairs (CY 2018) |  |
|  |  | |  |  | |  |  | |  |  |
|  |  | |  |  | |  |  | |  |  |

I hereby certify that I have physically checked properly therein one (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 2020 , as to entries in the first column.

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