



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 139 s. 2021

April 07, 2021

**UNIFORMITY OF PROPERTY/IES CLEARANCE FORM TO  
BE ATTACHED IN THE SCHOOL'S/DIVISION'S CLEARANCE**

To **Public Elementary and Secondary School Heads  
Supply Officers  
School Property Custodians  
Others Concerned**

1. Section 2 of Presidential Decree No. 1445 otherwise known as The State Auditing Code of the Philippines states that “all resources of the government shall be managed, expended or utilized in accordance with law, rules and regulations & safeguarded against loss or wastage through illegal or improper disposition with the view of ensuring economy, efficiency, and effectiveness in the operation of the government”. The responsibility to take care of such policy rests directly with the chief or the head of the government agency concerned.
2. Supply Officers or Property Custodians are required to retrieve all items issued to an outgoing accountable officer before they sign the clearance to ensure the following:
  - a. The return of all state property and government issued items;
  - b. Promotes good governance;
  - c. Proper turnover of properties from one person to another;
  - d. To be cleared from any property accountability; and
  - e. Properties are transparently accounted for.
3. See attached form for proper guidance and uniformity.
4. Immediate dissemination and strict compliance with this Memorandum is directed.

**JOSEPH IRWIN A. LAGURA, PhD**  
Schools Division Superintendent

JIAL/CASH&SUPPLY/mcr



**Cash&Supply Section**

**Address:** Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol

**Telephone Nos.:** (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147

**Email Address:** tagbilarancity.division@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

---

**TO:** (ACCOUNTABLE OFFICER/EMPLOYEE)  
**FROM:** (SCHOOL PROPERTY CUSTODIAN/SUPPLY OFFICERS)  
**RE: PROPERTIES RETURNED FROM AN ACCOUNTABLE OFFICER /EMPLOYEE**

The following are the properties under (name of accountable officer) as per record:

- *Item description:*
- Date Acquired:*
- Stock Number:*
- ICS/PAR Number:*
- Serial Number:*

These items are returned/turned - over to School Property/Supply Office.  
Done this \_\_\_ day of \_\_\_, \_\_\_ at \_\_\_\_\_.

Prepared by:

Accountable Officer

(Name and Signature of Property Custodian)

(Accountable officer/Employee's name)

NOTED BY:

(Name and Signature of School Head)



**Address:** Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol  
**Telephone Nos.:** (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph