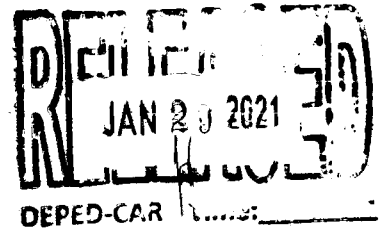




Republic of the Philippines
Department of Education
Cordillera Administrative Region



REGIONAL MEMORANDUM
No. 031-2021

January 28, 2021

Inventory of School Furniture

To: Schools Division Superintendents
Division Engineers
Division Supply Officers
All Others Concerned

1. School Furniture 2021 are allotted for the Newly Constructed School Buildings with a new design, single table with chair. To maximize the effective and efficient use of all physical resources of our Agency and in preparation for school opening for SY 2021-2022, Schools Division Offices are advised to conduct a physical inventory of the Schools furniture and equipment and update their records on school facilities.
2. To accomplish this, the school shall determine if there is an excess or shortage of furniture and equipment based on actual enrolment. The schools shall submit report on the inventory of school facilities to the Division Offices for consolidation. Division offices shall determine the excess furniture and equipment and shall distribute it to the schools having a shortage following the existing guidelines on transfer of property.
3. The School Property custodian shall submit report to the Division Offices not later than February 15, 2021 for consolidation. The Division Office thru the Asset Management Section shall furnish the regional office the consolidated inventory of school furniture and equipment thru email add: essd.depedcar@gmail.com.
4. For information and immediate compliance.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director



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