

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

December 5, 1975

DEPARTMENT MEMORANDUM
No. 229 s. 1975

TRANSFER OF PROPERTY ACCOUNTABILITY

To the Bureau Directors
Regional Directors

1. Previous regulations of the Bureau of Public Schools, specifically Circular No. 13, s. 1969, have specified certain rules and regulations regarding transfer/turnover of property accountability of superintendents in the event of transfer, retirement, or resignation. One of the required actions is the accomplishment by the superintendent of an inventory of all school property under his responsibility and the turnover of the same to the incoming superintendent.

2. It has been noted, however, that other requirements have not been complied with in certain cases.

3. In this connection, it is desired that school superintendents observe the procedure prescribed in the aforementioned Circular as follows:

"The inventory signed by the incoming school superintendent shall be submitted to the General Office within fifteen days (15) from the first day of service of the school superintendent and shall be checked against the property account of the division with the General Office. If shortages are noted, it is the duty of the new superintendent of schools to determine the persons responsible therefore and to collect payment of the shortage from them. The outgoing school superintendent shall submit to the General Office a duly accomplished BPS Form 123, Superintendent's Clearance,

which shall be used as basis by the Director of Public Schools in clearing the superintendent. In order that the accountability of District supervisors and principals can be checked any time of the year, the division supply officer is hereby urged to keep the records in the division up to date."

4. Strict compliance by school superintendents and other school officials concerned is hereby enjoined to facilitate the eventual turnover of records and accountability to the Regional Director, who, with the help of his administrative staff, shall maintain a centralized record of all the properties of the divisions and schools within his area to determine responsibility and accountability in the issuance of clearances and for the purpose of inventory.

(Sgd.) JUAN L. MANUEL
Secretary of Education and Culture