



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

SCHOOLS DIVISION OF DAVAO DEL NORTE

RECORDS SECTION
RECEIVED

Date: 05 MAY 2022

By: _____

Office of the Schools Division Superintendent

May 04, 2022

DIVISION MEMORANDUM
No. 576, s. 2022

SUBMISSION OF OFFICE SUPPLIES INVENTORY PER SECTION

To: All Chiefs
Section Heads
This Division

Due to inevitable price hike of fuel, electricity and water consumptions, this Office is requesting all section heads to prepare office and other supplies inventories or balances as of this date. This is to ensure our control on the use of our supplies and determine our savings for this account to be realigned to other expenses that need an augmentation due to shortages.

Deadline for the submission of the said report is on May 6, 2022. The said report is also needed in determining our adjustment prior the purchase of supplies for this quarter.

Attached is a template of our Supplies Inventory.

For your compliance.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent





Republic of the Philippines
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Office of the Schools Division Superintendent

(SAMPLE TEMPLATE)

OFFICE SUPPLIES INVENTORY

As of _____ 2022

Budget Unit

	ITEMS	UNIT	QUANTITY
Office Supplies			
1	Pencil	pc	1
2	Highlighter	pc	2
3	Stamp pad ink	pc	1
4	Binder Clips	box	1
5	Stamp pad	pc	1
6	Staple Wire	box	4
7	Epson ink (Black)	pc	8
8	Epson ink (Magenta)	pc	6
9	Epson ink (Cyan)	pc	5
10	Epson ink (Yellow)	pc	5
11	A4 Paper	ream	3
12	Paste	pc	2
13	Rubber band	box	1
14	Masking tape	pc	4
15	Scotch Tape	pc	1
16	Log books	pc	4
17	A4 Folder	pc	60
Other Supplies			
18	Toilet cleaner	pc	3
19	Air freshener	pc	2
20	Insect killer	pc	1

Checked by:

Noted by:

