



Republic of the Philippines
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

July 7, 2009

MEMORANDUM TO:

District Supervisors
Elementary/Secondary Principals
Head Teachers/Officer In-Charge

The Property And Supply Services Section is now accepting report of Unserviceable Property for condemnation. The following forms should be accomplished.

1. Inventory and Inspection Report of Unserviceable Property should be used for condemnable NATIONAL, SEMP, NCR, DONATED AND HOME ECONOMICS Property.
2. Waste Material Report and Property Return Slip should be used for books and Instructional Materials purchased from SEF and City Fund, while Inventory and Inspection Report and Property Return Slip for condemnable Equipment and classroom furniture.
3. The school should return approved condemnation of SEF and CITY properties to City General Services Office acknowledged by the receiving officer.
4. Last day of submission of the above forms will be on July 31, 2009.
5. For the information and compliance by all concerned.


VICTORIA Q. FUENTES
Schools/Division Superintendent