



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

March 25, 2025


**DIVISION MEMORANDUM**

No. 204, s. 2025

**UTILIZATION OF OFFICE EQUIPMENT AND OFFICIAL DOCUMENTS  
TURNOVER FORM**

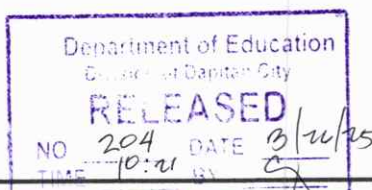
To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
OSDS Section Heads  
All Others Concerned

1. In order to ensure proper accountability and tracking of office equipment and documents during personnel movements (transfer, resignation, retirement, or reassignment) within the Schools Division of Dapitan City, all teaching and non-teaching employees are required to accomplish the **Office Equipment and Official Documents Turnover Form** when handing over office property and records.
2. The receiving employee assumes full responsibility for the safekeeping and proper use of all transferred items.
3. The Division Chiefs, Section Heads, and School Heads shall serve as the approving authority for the turnover form.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

Attachment:

Office Equipment and Official Documents  
Turnover Form



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

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dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DAPITAN CITY

**OFFICE EQUIPMENT & OFFICIAL DOCUMENTS TURNOVER FORM**

Date: \_\_\_\_\_

**1. Equipment Details (Returned to Supply Office)**

Item Description	Serial Number	Condition	Accessories (if any)	Date of Return

(use another sheet if necessary)

**2. Documents Details**

Document Title	Source	Original/ Photocopy	Confidential (Yes/No)

(use another sheet if necessary)

**Reason for Turnover:**

- Employee Transfer
- Equipment Replacement
- Temporary Use
- Project Handover
- Other (Specify): \_\_\_\_\_

**Acknowledgment & Acceptance:**

I, the undersigned, acknowledge receipt of the above-listed documents and accept responsibility for their safekeeping and proper use.

Turned over by:

Name: \_\_\_\_\_  
 Section: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Received by:

Name: \_\_\_\_\_  
 Section: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
 Signature over printed name



📍 Sunset Boulevard, Dawo, 7101 Dapitan City

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