Republic of the Philippines
# Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
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DIVISION MEMORANDUM
No. OSDS-PSS No. 256 s. 2026

**REQUIRED DOCUMENTS FOR THE ISSUANCE OF CERTIFICATE OF PROPERTY ACCOUNTABILITY/NON-ACCOUNTABILITY**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Administrators
Administrative Officer V
School Property Custodians
All others concerned
This Division

1. This Office informs the field of the prescribed documentary requirements for the issuance of a Certificate of Property Accountability/Non-Accountability.

2. All concerned personnel requesting the issuance of the said certificate shall submit the following documents to the Property and Supply Unit:

**A. For the Issuance of Certificate of Property Accountability**

a. Duly accomplished Inventory Transfer Report (ITR) for properties with an acquisition cost of below ₱50,000.00, or Property Transfer Report (PTR) for properties with an acquisition cost of ₱50,000.00 and above, as applicable;

b. Updated Inventory Report or list of properties under the accountability of the requesting personnel;

c. Copy of the latest Property Acknowledgment Receipt (PAR) for properties with an acquisition cost of ₱50,000.00 and above, and/or Inventory Custodian Slip (ICS) for properties with an acquisition cost of below ₱50,000.00, as applicable; and

d. Other supporting documents necessary for the verification of property accountability.

**B. For the Issuance of Certificate of Property Non-Accountability**
(Applicable to personnel who are retiring, resigning, transferring to another Schools Division Office, or transferring to another government agency.)

a. Certification from the School Head or Immediate Supervisor confirming that the requesting personnel have no remaining government properties under their accountability;

b. Receipt of Returned Semi-Expendable Property (RRSP);

c. Duly accomplished school clearance; and

d. Other supporting documents that may be required by the Property and Supply Unit.

3. All submitted documents shall be subject to verification and validation by the Property and Supply Unit before the issuance of the requested certificate.

4. For inquiries, all concerned may contact **RODSY L. OMAMBING,** AO-IV PROPERTY AND SUPPLY UNIT, at rodsy.omambing@deped.gov.ph.

5. For the information, guidance, and compliance of all concerned.

**ROBERTO J. MONTERO, CESO V**
Schools Division Superintendent

Enclosure: None
Reference: COA Circular No. 2022-004
Allotment:

To be indicated in the perpetual index under the following subjects:

ACCOUNTABILITY CERTIFICATE PROPERTY



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website:https://divisionsk.org
Email: depedsk.r12@deped.gov.ph