



Republic of the Philippines
Department of Education
Region VII, Central Visayas
SCHOOLS DIVISION OF CEBU CITY
SUPPLY AND PROPERTY UNIT



PHYSICAL COUNT/INVENTORY/ FORMS

PRINTERS

NAME OF SCHOOL: _____

Date: _____

[illegible]

I HEREBY CERTIFY THAT I have physically checked the property listed this day of _____ 2025 and that the same is found in the school of _____ Cebu City; or covered by valid receipts, I personally assume money responsibility for all this property which I promise to produce or account for when requested to do so by higher authority. I know that in accepting receipts for property under the charge of teachers and other employees directly responsible to, I am hereby accepting full responsibility for all property covered therein and am liable for all shortage arising in the future.

CERTIFIED CORRECT: _____
School Property Custodian

NOTED: _____
Principal

VERIFIED/INSPECTED BY: _____
Division Supply Office Representative

APPROVED: _____
Schools Division Superintendent