



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 24, 2025

**REGIONAL MEMORANDUM**

No. **1222** s. 2025

**SUBMISSION OF AFFIDAVIT OF GOOD CONDITION OF SCHOOL FURNITURE  
AND EQUIPMENT**

To: Schools Division Superintendents  
Division Supply Officer/Property Custodian  
School Principals/Head Teachers  
All Others Concerned

1. In line with the mandate of the Regional Office to ensure the proper utilization, maintenance, and safekeeping of government property and in compliance with existing audit requirements, this Office, thru the Asset Management Section, hereby directs the submission of **Affidavit of Good Condition** for school furniture and equipment delivered to schools from CY 2024 onwards from METRO MOBILIA CORPORATION.
2. Specifically, the following items are covered:
  - a) Science Laboratory Tables with Stool Set
  - b) Working Tables with Stool Set
  - c) Learners' Tables and Chairs
  - d) Teachers' Tables and Chairs
3. To establish accountability and proper documentation, the affidavits must:
  - Be duly notarized by an authorized notary public.
  - Contain clear statements affirming that the items remain in good condition, functional, and in actual use within the school.
  - Be supported by photographs of the subject furniture and equipment taken within the school premises, showing their present condition.
4. The list of schools required to comply with this directive is attached for reference. Deadline of submission is set on or before September 29, 2025, at the AMS Office, DepEd Regional Office VIII.
5. Immediate dissemination of and compliance with this Memorandum are desired.



**RONELO AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:  
BASIC EDUCATION ASSET MANAGEMENT

AMS-MLP



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