



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

August 03, 2026

OFFICE MEMORANDUM

AD-AMS-2026- **372**

**PROCEDURE FOR THE RETURN OF UNUSED SERVICEABLE AND
UNSERVICEABLE GOVERNMENT PROPERTIES**

To: Director III
Functional Division Chiefs
Regional Property Custodians
All Others Concerned

1. To ensure the accuracy of property records and maintain accountability of government properties, all officials and employees of the Department of Education Regional Office VIII are hereby reminded of the mandatory procedure for returning government-issued properties, including office furniture, equipment, and other accountable items that are no longer in use or required for their office assignment.
2. Prior to returning the item[s], the employee to whom the property was originally issued must accomplish the Receipt of Returned Semi-Expendable Property. The employee must also take a clear photograph of the item being returned and attach the photograph to the accomplished RRSP. The item, together with the accomplished RRSP and the attached photograph, shall then be submitted to the Asset Management Section (AMS) for proper verification and processing.
3. Upon receipt of the returned item, the designated focal person in the Asset Management Section (AMS) shall assign and indicate a Receipt of Returned Semi-Expendable Property Number on the accomplished RRSP. This receipt number shall serve as the official acknowledgment that the item has been returned and shall be used for monitoring and tracking purposes.
4. For Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

fr: **SALUSTIANO T. JIMENEZ JD, EdD, CESO III**
Regional Director

AD-AMS-ANC



Address: Government Center, Candahug, Palo, Leyte
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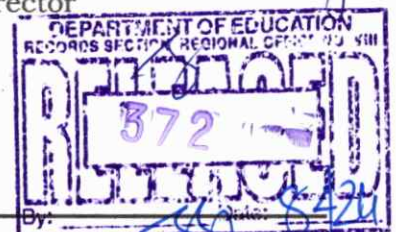
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