



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

March 01, 2023

DIVISION MEMORANDUM

OSDS No. 31, s. 2023

CONSTITUTION OF FACT-FINDING COMMITTEE

MERVIE Y. SEBLOS OIC – Asst. Schools Division Superintendent	-	Chairperson
ARLENE ROSA G. ARQUIZA Chief, CID	-	Member
AVAGLEZ C. PIROTE Administrative Officer II/ Legal Office In-charge	-	Member

You are hereby advised to constitute the Ad-Hoc Fact-Finding Committee for the investigation of all the facts and circumstance surrounding the reported lost eighteen (18) units Samsung Galaxy Tab A7 Lite in New Isabela Central Elementary School.

You are further authorized to summon witnesses or take testimony or evidence relevant to the investigation and to do such other acts necessary and incidental to its mandate.

The Committee shall evaluate all the facts and circumstances of the case within five (5) days upon receipt of this Memorandum and shall terminate within thirty (30) days thereafter. A written report/findings and recommendations should be submitted to the Office of the Schools Division Superintendent within five (5) days upon termination thereof.

MIGUEL P. FILLALAN, JR., CESO VI
Schools Division Superintendent

Enclosures: Affidavit of Explanation by Affiant Krizle C. Rosales
Affidavit of Disinterested Person
Written Report by the School Head
Affidavit of Loss
Extract Blotter
Inventory Custodian Slip
Reference: GAAM for NGAs Volume 1, Sec. 41
Allotment: None
To be indicated in the Perpetual Index under the following subjects:


FACT-FINDING COMMITTEE
INVESTIGATION
LEGAL UNIT




Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph

AFFIDAVIT OF EXPLANATION

I, **KRIZLE C. ROSALES**, Filipino, of legal age, married and a resident of Door 5, AZ Apartment, Prk. Maligaya, Brgy. San Pablo, Tacurong City, Sultan Kudarat, Philippines, after having been duly sworn to in accordance with law, do hereby depose and say:

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1. That I am currently the Administrative Officer II, of New Isabela Central School located at Brgy. New Isabela, Tacurong City;
 2. That sometime in January of 2022, I have been entrusted by the Department of Education, thru the City School Division of Tacurong the Fifty (50) Samsung Galaxy Tab A7 Lite / Nine Thousand Five Hundred Ten Pesos and 30/100 (Php9,510.30) each;
 3. That the tablets were released to the learner-beneficiaries in February of 2022;
 4. That the tablets were then retrieved in July 2022;
 5. That when I retrieved the tablets from the advisers of the learner-beneficiaries, I thoroughly checked each box where the items were put. Upon checking, almost were complete except for some that had missing headsets; I then called the attention of the adviser and informed them of the lacking headsets, in which the following days, the advisers provided the headsets;
 6. That after checking the completeness of all the tablets, I then put each tablet, together with their accessories, such as: headset and charger in their respective boxes and placed them in a big box and covered it with green cloth and eventually kept it inside the Principal's Office for safekeeping, since my office does not have a door;
 7. That I first noticed that the tablets were actually lost on January 23, 2023;

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8. That on January 23, 2023 the PDO II of LRMDs, Leonora R. Po asked me about utilization of the tablets; in which I informed her that the tablets were kept inside the Principal's Office, but since those tablets needed to be utilized, I immediately checked the tablets in preparation for its release to the learner-beneficiaries;
9. That, however, when I checked the tablets for inventory, I was so shocked when I found out that the sixteen (16) tablets were not anymore in their boxes and the two (2) tablets together with their boxes were missing;
10. That when I found out about the incident, I immediately informed our principal Bemvie L. Alesna and our principal on that time held an emergency meeting with the utility of the school and the three guards. Our newly installed principal Ma. Meresa F. Bacea of the New Isabela Central Elementary School went to the barangay hall to report the matter to the Barangay Chairman regarding the incident.
11. That on February 9, 2023, I, together with our new principal, went to the police station and reported the matter and had the incident recorded in the police blotter about the missing tablets. The Police Officers then advised us to execute an affidavit of loss, in which I immediately complied and submitted to the Police Station and they gave me an extract blotter on February 10, 2023;
12. That I really believed that I exerted the necessary diligence in safekeeping the tablets. In fact, after checking the completeness of all the tablets and the accessories, I then put each tablet with their accessories such as headset and charger on their respective boxes and place them on the big box and covered it with green cloth and keep it inside the Principal's Office for safekeeping since my office does not have a door;
13. That aside from reporting the matter to the Barangay and Police Officers, as a government employee with accountability;
14. That I exerted all my efforts to secure the tablets and I also exerted all my efforts to locate the same;

15. That I have also exercised the diligence of a good father of a family in the safekeeping of the above-mentioned tablets;

16. That the above-mentioned items were lost due to unforeseen events and without any participation on my part;

17. That I execute this joint affidavit to attest to the truth of the above facts and circumstances and to relieve me for any accountabilities and for whatever legal purpose it may serve best.

IN WITNESS WHEREOF, I have hereunto set my hands this 23rd day of February 2023 at Tacurong City.


KRIZLE C. ROSALES
(Affiant)

DepED Employee No. 4782688

SUBSCRIBED AND SWORN to before me this 23rd day of February 2023 at Tacurong City.

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Book No. 10
2023


ATTY. MARCO RAY S. GLEYO
Notary Commission No. 005-22 until Dec. 31, 2024

Roll No. 63943

PTR No. 0138486 1.4.23

TIN No. 463-949-739-000

IBP No. 952348 1.2.18 (Lifetime Member)

Tacurong City, Sultan Kudarat

MCLE Compliance No. VI-0021300 3.28.19

MCLE Compliance No. VII-0014290 3.31.22

AFFIDAVIT OF DISINTERESTED PERSON

I, **JEDELYN B. PORTUITO**, Filipino, of legal age, single and a resident of Blk. 7, New Rosario, Buenaflor, Tacurong City, Sultan Kudarat, Philippines, after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I personally know Krizle C. Rosales as our Administrative Officer II of New Isabela Central School located at Brgy. New Isabela, Tacurong City;
2. That I am not related to her by affinity or consanguinity;
3. That I also know that Krizle C. Rosales is in charge of the custody and supervision of the Eighteen (18) Samsung Galaxy Tab A7 Lite / Nine Thousand Five Hundred Ten Pesos and 30/100 (Php9,510.30) issued by the City School Division of Tacurong;
4. That On January 23, 2023, my attention was called by our Administrative Officer II and asked me if I was the adviser of Grade V Truthful which I affirmed and then she told me that there is no tablet in the box which bears the name of my pupil and section;
5. That when we found out that the tablets were lost, we immediately checked all the tablets and found out that eighteen (18) tablets and some accessories were missing;
6. That I can attest that the tablets were put in the safe place since these were all inside the Principal's Office and it was inside the big box and covered by a green cloth;

7. That I execute this joint affidavit to attest to the truth of the above facts and circumstances and for whatever legal purpose it may serve best.

IN WITNESS WHEREOF, I have hereunto set my hands this 23rd day of February 2023 at Tacurong City.


JEDELYN B. PORTUITO

(Affiant)

DepED Employee ID No. 4352558

SUBSCRIBED AND SWORN to before me this 23rd day of February 2023 at Tacurong City.

ATTY. MARCO RAY S. GLEYO

Notary Commission No. 005-22 until Dec. 31, 2024

Roll No. 68943

PTR No. 0138486 1.4.23

TIN No. 463-949-739-000

IBP No. 952343 1.2.18 (Lifetime Member)

Tacurong City, Sultan Kudarat

MCLE Compliance No. VI-0021300 3.28.19

MCLE Compliance No. VII-0014290 3.31.22

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Signature

Notary



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong
West Tacurong Cluster
NEW ISABELA CENTRAL ELEMENTARY SCHOOL
New Isabela, Tacurong City
School ID: 131237

February 10, 2023

MIGUEL P. FILLALAN, JR., CESO VI
Schools Division Superintendent
City Schools of Tacurong
City of Tacurong

Sir:

Greetings of Peace and Goodwill!

This is to inform your office of the Samsung Galaxy Tablet A7 Lite that was issued last school year and upon inventory last January 23, 2023, it was found out that eighteen (18) units were lost. The office exerted effort in looking evidences with the help of some concerned teachers and the Punong Barangay but to no avail.

The undersigned reported the incident to the police authorities and for the meantime it was blotted and executed affidavit of loss.

Attached are the documents for your reference.

More power and God Bless.

Sincerely yours,

MA. MERESA F. RACEA, P II
School Principal





Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

February 21, 2023

MA. MERESA F. BACEA

Principal II
New Isabela Central Elementary School
City of Tacurong

Attention: **Krizle C. Rosales**
Administrative Officer II

Ma'am,

This is with regard to the letter, extract blotter and affidavit of loss received by this office on February 13, 2023 concerning the lost eighteen (18) units of Samsung Galaxy Tablet A7 Lite.

Section 2 of PD No. 1445 otherwise known as The State Auditing Code of the Philippines states that "all resources of the government shall be managed, expended or utilized in accordance with law, rules and regulations and safeguarded against loss or wastage through illegal or improper disposition with the view of ensuring economy, efficiency and effectiveness in the operation of the government. Thus, every officer of the government whose duties require or permit the possession or custody of funds and property should adhere to the declared policy of the state.

In the exercise of proper transparency, accountability, responsibility and liability in undertaking the accountable officers' duties and functions and for this office to issue Comments and Recommendations, the Property Custodian shall submit its application for relief with the following supporting documents.

- I. A written detailed of facts in an Affidavit stating the following:
 - a. Property loss and its valuation;
 - b. Actual date in which the absence was first noted;
 - c. Manner of loss;
 - d. Efforts to put forth to recover the same;
 - e. Provisions made to safeguard the property and details/reasons/manner of storage; and
 - f. Date when the loss was reported to the Commission on Audit (COA) and police authorities;



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Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

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- II. Joint affidavit of two (2) disinterested persons attesting to the facts and circumstances about the loss;
 - III. Final Police Report showing the actions undertaken and the present status of the case
 - IV. Comments and Recommendations of the Auditor (to be issued upon completion of all the supporting documents)
 - V. Evidence on the immediate issuance of the notice of loss of accountable forms; and
 - VI. Copy of acknowledgement receipt of equipment or property lost.

This office may conduct further on-site investigation as deemed necessary.

Note that request for relief from the property accountability may be granted or denied based on the evidences presented.

The enumerated documents shall be submitted to this office on or before February 23, 2023.

For your compliance.

Very truly yours,


MIGUEL P. FILLALAN, JR., CESO VI
Schools Division Superintendent

LegalUnit/Correspondence/NICES_lost18tablets



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Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF SULTAN KUDARAT)
CITY OF TACURONG

AFFIDAVIT OF LOSS

That NEW ISABELA CENTRAL ELEMENTARY SCHOOL, represented by KRIZLE L. ROSALES, of legal age and a resident of Brgy. San Pablo, Tacurong City, Sultan Kudarat, after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I am the same person mentioned above who is the property custodian of NEW ISABELA CENTRAL ELEMENTARY SCHOOL located at Brgy. New Isabela, Tacurong City, Sultan Kudarat.
2. That NEW ISABELA CENTRAL ELEMENTARY SCHOOL is the lawful owner of eighteen (18) units Samsung Galaxy Tab A7 Lite.
3. That sometime on January 23, 2023 at around 04:00 o'clock in the afternoon, I discovered that the above mentioned units were lost inside the said school.
4. That earnest and diligent efforts had been exerted to locate the same but to no avail.
5. That I am executing this affidavit to attest to the truth of the foregoing statements and for whatever legal purpose this may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of February 2023 at City of Tacurong, Sultan Kudarat.

NEW ISABELA CENTRAL ELEMENTARY SCHOOL

Represented by:

Affiant

KRIZLE L. ROSALES

Representative

Employee ID No. 4782668

SUBSCRIBED AND SWORN to before me this 10th day of 2023 at City of Tacurong, Sultan Kudarat.

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Series of 2023

RALEN TABARES BERNARDO

Notary Public

Notarial Commission No. 801-22

Until December 31, 2023

Antigua Highway, Tacurong City

PTN No. 1659071, 1-03-2023, Tacurong City

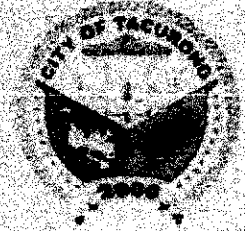
ISP No. 107207, 12-2-2023, Manila

MCLE Comp. No. VII-0004373, issued on 09-23-2021

Roll No. 20702, File No. 782, 2014-753



Republic of the Philippines
National Police Commission
Philippine National Police
TACURONG CITY POLICE STATION
Tacurong City



EXTRACT BLOTTER

TCPSIDMS-

February 10, 2023

THIS IS TO CERTIFY that the herein following details are extracted from the Blotter Book of this office as requested for any legal purposes.

ENTRY NR	DATE & TIME	INCIDENTS/EVENTS	REMARKS
2023-02-324	10 Feb 2023/ 02:10 PM	Krizle C. Rosales, Filipino, legal age and a resident of Brgy. San Pablo, Tacurong City, Sultan Kudarat personally appeared to this station and requested to put into record that the 18 units of Samsung galaxy Tab A7 Lite were lost inside the school of New Isabela Central Elementary School sometimes on January 23, 2023 at around 4:00 o'clock in the afternoon. Earnest and diligent effort had been exerted to locate the same but no to avail.	Lost Items

Extracted by:


Cyrell M. Catranguista
Non-Uniformed Personnel
Crime Registrar

Certified By:


Ma. Fatima A. Delantar
Police Executive Master Sergeant
Investigation PNCO



AO IV/City Schools Division of Tacurong
Position/Office
12/16/2021
Date