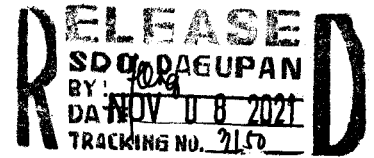


Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent
Division Memorandum
No. 299 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary School Heads
Public Secondary School Heads (Non-IUs)
Elementary and Secondary School Property Custodians (Non-IUs)
All SDO Personnel

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: November 8, 2021


Subject: **CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (PPE) FOR THE ONE-TIME CLEANSING OF PPE ACCOUNT BALANCES**

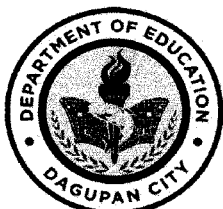
The Division Inventory Team together with our COA Representative will conduct the Physical Count of Property, Plant and Equipment (PPE) for the One-Time Cleansing of PPE Account Balances on November 23 to December 15, 2021.

Relative thereto, all concerned are requested to ensure that all items as reflected in the inventory reports must be on hand and ready for inspection and property tagging.

Attached is the Schedule for the Physical Count of Property, Plant and Equipment (PPE) for your information and guidance.

Immediate dissemination of this memorandum is desired.


AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Management System
ISO 9001:2015



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**SCHEDULE FOR THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT,
FOR ONE-TIME CLEANSING OF PPE ACCOUNT BALANCES**

RESPONSIBLE PERSON/S	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
Team 1		
Marlotte Paras – Team Leader	West Central ES I	Nov. 23, 2021 (A.M.)
Jose Feliciano Sabado	West Central ES II	Nov. 23, 2021 (P.M.)
Rikki Mae Manongdo	Pascuala G. Villamil ES	Nov. 25, 2021 (A.M.)
Lavenia Torio	Bacayao Sur ES	Nov. 25, 2021 (P.M.)
	Mangin-Tebeng ES	Nov. 29, 2021 (A.M.)
	Tebeng ES	Nov. 29, 2021 (P.M.)
	North Central ES	Dec. 1, 2021 (A.M.)
	Gen. Gregorio del Pilar ES	Dec. 1, 2021 (P.M.)
	Carael ES	Dec. 6, 2021 (A.M.)
	Carael NHS	Dec. 6, 2021 (P.M.)
	T. Ayson Rosaro ES	Dec. 9, 2021 (A.M.)
	Calmay ES	Dec. 9, 2021 (P.M.)
	SDS Office	Dec. 13, 2021 (A.M.)
	ASDS Office	Dec. 13, 2021 (A.M.)
	AO Office	Dec. 13, 2021 (A.M.)
	Records Office	Dec. 13, 2021 (P.M.)
	Cashiers Office	Dec. 13, 2021 (P.M.)
	HRMO Office	Dec. 13, 2021 (P.M.)
	Supply Office	Dec. 15, 2021 (A.M.)
	IT Office	Dec. 15, 2021 (P.M.)
	Legal Office	Dec. 15, 2021 (P.M.)
Team 2		
Crisonia U. Galivo – Team Leader	Malued ES	Nov. 23, 2021 (A.M.)
Leroy Nabor	Lucao ES	Nov. 23, 2021 (P.M.)
Yolanda Q. Prado	Pogo-Lasip ES	Nov. 25, 2021 (A.M.)
Glenda Ceneze	Lasip Grande ES	Nov. 25, 2021 (P.M.)
	Mamalingling ES	Nov. 29, 2021 (A.M.)
	Tambac ES	Nov. 29, 2021 (P.M.)
	Sabangan ES	Dec. 1, 2021 (A.M.)
	Victoria Q. Zarate ES	Dec. 1, 2021 (P.M.)
	Bonuan Boquig ES	Dec. 6, 2021 (A.M.)
	Leon Francisco Maramba ES	Dec. 6, 2021 (P.M.)
	Salapingao ES	Dec. 9, 2021 (A.M.)
	Salapingao NHS	Dec. 9, 2021 (P.M.)
	Chief ES, CID Office	Dec. 13, 2021 (A.M.)
	EPS Office	Dec. 13, 2021 (A.M.)
	PSDS Office	Dec. 13, 2021 (P.M.)
	Division Library	Dec. 13, 2021 (P.M.)
	ALS Office	Dec. 13, 2021 (P.M.)

RESPONSIBLE PERSON/S	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
	COA Office	Dec. 15, 2021 (A.M.)
Team 3		
Diana S. Sison – Team Leader	Pantal ES	Nov. 23, 2021 (A.M.)
Jeffrey F. Lacosta	Juan L. Siapno ES	Nov. 23, 2021 (P.M.)
Rhea Parayno	East Central IS	Nov. 25, 2021 (A.M.)
Marites Mendoza	Caranglaan ES	Nov. 25, 2021 (P.M.)
	Bolosan ES	Nov. 29, 2021 (A.M.)
	Salisay ES	Nov. 29, 2021 (P.M.)
	Federico N. Ceralde IS	Dec. 1, 2021 (A.M.)
	BLISS ES	Dec. 1, 2021 (P.M.)
	Pugaro Integrated School	Dec. 6, 2021 (A.M.)
	Suit ES	Dec. 6, 2021 (P.M.)
	Lomboy ES	Dec. 9, 2021 (A.M.)
	Juan P. Guadiz ES	Dec. 9, 2021 (P.M.)
	SGOD – Chief ES	Dec. 13, 2021 (A.M.)
	SGOD – EPS	Dec. 13, 2021 (A.M.)
	SGOD – Planning	Dec. 13, 2021 (A.M.)
	SGOD – Planning & Research	Dec. 13, 2021 (A.M.)
	SGOD – HRD	Dec. 13, 2021 (P.M.)
	SGOD – Soc. Mob.	Dec. 13, 2021 (P.M.)
	SGOD – M & E	Dec. 13, 2021 (P.M.)
	SGOD – EFU	Dec. 13, 2021 (P.M.)
	SGOD – YF	Dec. 13, 2021 (P.M.)
	SGOD – Medical	Dec. 15, 2021 (A.M.)
	SGOD – Dental	Dec. 15, 2021 (A.M.)

Prepared by:



CLARITA F. TAMAYO
 Supply Officer II


HARKING C. REYES
 Accountant III

Noted by:


MYREL ANGELICA N. LOPEZ
 Administrative Officer V

APPROVED:


AGUEDO C. FERNANDEZ, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent