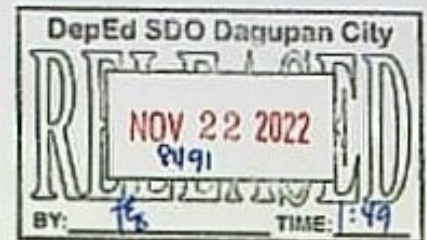




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent
Division Memorandum
No. 466 s. 2022

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 21, 2022

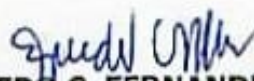
Subject: **CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (PPE) AND SEMI-EXPENDABLE PROPERTY AS OF DECEMBER 31, 2022**

The Division Inventory Team together with our COA Representative will conduct the Physical Count of Property, Plant and Equipment (PPE) and Semi - Expendable Property on December 1 to 21, 2022.

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) and Semi-Expendable Property for your information and guidance.

Immediate dissemination of this memorandum is desired.


AGUEDO C. FERNANDEZ, CESO V
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
AND SEMI-EXPENDABLE PROPERTY
As of December 31, 2022**


RESPONSIBLE PERSON/S	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
Team 1		
Marlotte Paras – Team Leader	West Central ES I	December 1, 2022 (AM)
Jose Feliciano Sabado	West Central ES II	December 1, 2022 (AM)
Rikki Mae Manongdo	Juan L. Siapno ES	December 1, 2022 (PM)
Denise Van Meneses	Malued ES	December 1, 2022 (PM)
Cindy Rose Cervas	Lasip Grande ES	December 2, 2022 (AM)
	Pogo-Lasip ES	December 2, 2022 (AM)
	Bacayao Sur ES	December 2, 2022 (PM)
	Pascuala G. Villamil ES	December 2, 2022 (PM)
	East Central IS	December 6, 2022 (AM)
	Caranglaan ES	December 6, 2022 (AM)
	Tebeng ES	December 6, 2022 (PM)
	Mangin-Tebeng ES	December 6, 2022 (PM)
	OSDS Offices	December 20, 2022
Team 2		
Crisonia U. Galivo – Team Leader	Bonuan Boquig ES	December 7, 2022 (AM)
Leroy Nabor	Leon-Francisco Maramba ES	December 7, 2022 (AM)
Ivel John Martinez	Federico N. Ceralde IS	December 7, 2022 (PM)
Glenda Ceneze	BLISS ES	December 7, 2022 (PM)
Jan Francis del Rosario	Gregorio del Pilar ES	December 9, 2022 (AM)
	North Central ES	December 9, 2022 (AM)
	Sabangan ES	December 9, 2022 (PM)
	Victoria Q. Zarate ES	December 9, 2022 (PM)
	Bolosan ES	December 13, 2022 (AM)
	Salisay ES	December 13, 2022 (AM)
	Mamalingling ES	December 13, 2022 (PM)
	Tambac ES	December 13, 2022 (PM)
	CID Offices	December 21, 2022 (AM)
Team 3		
Lavenia Torio – Team Leader	Pugaro IS	December 14, 2022 (AM)
Jeffrey F. Lacosta	Suit ES	December 14, 2022 (AM)
Rhea Parayno	Lombay ES	December 14, 2022 (PM)
Marites Mendoza	Juan P. Guadiz ES	December 14, 2022 (PM)
Joan Maramba	Carael ES	December 15, 2022 (AM)
	Carael NHS	December 15, 2022 (AM)
	Calmay ES	December 15, 2022 (PM)
	T. Ayson Rosario ES	December 15, 2022 (PM)
	Salapingao ES	December 19, 2022 (AM)

RESPONSIBLE PERSON/S	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
	Salapingao NHS	December 19, 2022 (AM)
	Lucao ES	December 19, 2022 (PM)
	Pantal ES	December 19, 2022 (PM)
	SGOD Offices	December 21, 2022 (PM)

Prepared by:


CLARITA F. YAMAYO
 Supply Officer II

Noted by:


MYREL ANGELICA N. LOPEZ
 Administrative Officer V


MARKING C. REYES
 Accountant III

APPROVED:

AGUEDO C. FERNANDEZ, CESO V
 Schools Division Superintendent