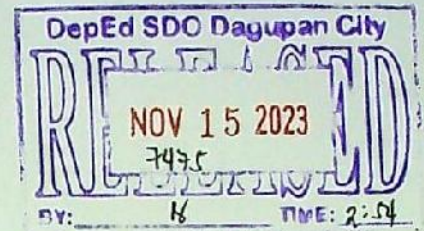




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**Office of the Schools Division  
Superintendent**

Division Memorandum  
No. 422 s. 2023

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 15, 2023

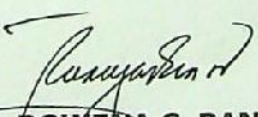
Subject: **CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (PPE) AND SEMI-EXPENDABLE PROPERTY AS OF DECEMBER 31, 2023**

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 November 21 to December 22, 2023.

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.

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)




**SCHEDULE FOR THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT  
AND SEMI-EXPENDABLE PROPERTY  
As of December 31, 2023**

RESPONSIBLE PERSON	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
Crisonia P. Uson-Galivo	Pugaro IS	NOVEMBER 21, 2023 (AM)
John Paul G. Saplan	Suit ES	NOVEMBER 21, 2023 (PM)
Marjude G. Zamora	Lombay ES	NOVEMBER 22, 2023 (AM)
Jorelyn G. Domagas	Pantal ES	NOVEMBER 22, 2023 (PM)
Lavenia F. Torio	Salapingao ES	NOVEMBER 23,2023 (AM)
Ivel Jonh R. Martinez	Salapingao NHS	NOVEMBER 23,2023 (PM)
Nick Bryan M. Jose	Carael ES	NOVEMBER 24,2023 (AM)
Rhea N. Parayno	Carael NHS	NOVEMBER 24,2023 (PM)
Joan A. Maramba-Tigno	T.Ayson Rosario ES	NOVEMBER 28,2023 (AM)
Froilan M. Julian	Calmay ES	NOVEMBER 28,2023 (PM)
	WCES I	NOVEMBER 29, 2023 (AM)
	WCES II	NOVEMBER 29, 2023 (PM)
	Lucao ES	NOVEMBER 30, 2023 (AM)
	Juan P. Guadiz ES	NOVEMBER 30, 2023 (PM)
	Malued ES	DECEMBER 01, 2023 (AM)
	Juan L. Siapno ES	DECEMBER 01, 2023 (PM)
	Bacayao Sur ES	DECEMBER 05, 2023 (AM)
	Pascuala Villamil ES	DECEMBER 05, 2023 (PM)
	East Central IS-ES	DECEMBER 06, 2023 (AM)
	East Central IS-JHS & SHS	DECEMBER 06, 2023 (PM)
	Pogo-Lasip ES	December 07, 2023 (AM)
	Lasip Grande ES	December 07, 2023 (PM)
	Caranglaan ES	December 11, 2023 (AM)
	Tebeng ES	December 11, 2023 (PM)
	Mangin-Tebeng ES	December 12, 2023 (AM)
	Tambac ES	December 12, 2023 (PM)
	Salisay ES	December 13, 2023 (AM)
	Bolosan ES	December 13, 2023 (PM)
	Mamalingling ES	December 14, 2023 (AM)
	Victoria Q. Zarate ES	December 14, 2023 (PM)
	FNCIS-ES	December 15, 2023 (AM)
	FNCIS-JHS & SHS	December 15, 2023 (AM)
	Bonuan Boquig ES	December 19, 2023 (AM)
	Leon-Francisco Maramba ES	December 19, 2023 (PM)
	Noth Central ES	December 20, 2023 (AM)
	Gregorio Del Pilar ES	December 20, 2023 (PM)
	Sabangan ES	December 21, 2023 (AM)
	BLISS ES	December 21, 2023 (PM)
	OSDS Office	DECEMBER 22, 2023
	CID Offices	DECEMBER 22, 2023

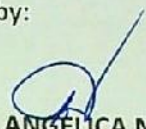


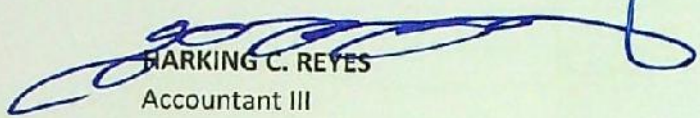
RESPONSIBLE PERSON	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
	SGOD Offices	DECEMBER 22, 2023

Prepared by:

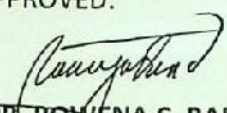
  
**CLARITA F. TAMAYO**  
 Supply Officer II

Noted by:

  
**MYREL ANGÉLICA N. LOPEZ**  
 Administrative Officer V

  
**MARKING C. REYES**  
 Accountant III

APPROVED:

  
**DR. ROWENA C. BANZON, CESO V**  
 Schools Division Superintendent