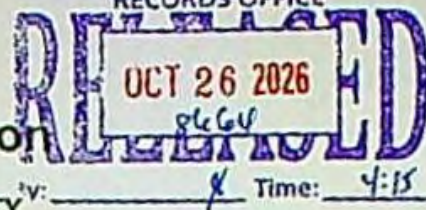




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

October 26, 2026

DIVISION MEMORANDUM

No.: 628, s. 2026

**CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (PPE),
SEMI-EXPENDABLE PROPERTIES AND INVENTORIES
AS OF DECEMBER 31, 2026**

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

1. The Division Inventory Team, together with our COA representatives, will conduct the physical count of Property, Plant and Equipment (PPE), semi-expendable property, and inventories from November 3 to December 16, 2026.
2. Relative thereto, all concerned are requested to ensure that all items reflected in the inventory reports are on hand and ready for inspection and property tagging.
3. Attached is the schedule for the physical count of Property, Plant and Equipment (PPE), semi-expendable property, and inventories for your information and guidance.
4. Immediate dissemination of this Memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

**SCHEDULE FOR THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT,
SEMI-EXPENDABLE PROPERTY AND INVENTORIES
As of December 31, 2026**

RESPONSIBLE PERSON/S	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
Crisonia P. Uson-Galivo – Team Leader	T.Ayson Rosario ES	November 03, 2026 (AM)
John Paul G. Saplan	Calmay ES	November 03, 2026 (PM)
Lavenia F. Torio - Llobrera	Carael ES	November 04, 2026 (AM)
Nick Bryan M. Jose	Carael NHS	November 04, 2026 (PM)
Rhea N. Parayno	Lomboy ES	November 05, 2026 (AM)
Ryan Sapiera	Juan P. Guadiz ES	November 05, 2026 (PM)
Nichole John D. Corpuz	Salapingao ES	November 10, 2026 (AM)
Allysa B. Rivera	Salapingao NHS	November 10, 2026 (PM)
Joan A. Maramba	Pugaro IS	November 11, 2026 (AM)
Jerome A. Tomelden	Suit ES	November 11, 2026 (PM)
Myles Cua	Federico N. Ceralde IS	November 12, 2026 (AM)
Henry L. Refuerzo	BLISS ES	November 12, 2026 (PM)
	Bonuan Boquig ES	November 17, 2026 (AM)
	Leon-Francisco Maramba ES	November 17, 2026 (PM)
	North Central ES	November 23, 2026 (AM)
	Gregorio Del Pilar ES	November 23, 2026 (PM)
	Sabangan ES	November 24, 2026 (AM)
	Victoria Q. Zarate ES	November 24, 2026 (PM)
	Bolosan ES	November 25, 2026 (AM)
	Salisay ES	November 25, 2026 (PM)
	Mamalingling ES	November 26, 2026 (AM)
	Tebeng ES	November 26, 2026 (PM)
	Mangin-Tebeng ES	December 01, 2026 (AM)
	Tambac ES	December 01, 2026 (PM)
	Caranglaan ES	December 02, 2026 (AM)
	Pascuala Villamil ES	December 02, 2026 (PM)
	East Central IS	December 03, 2026 (AM)
	Juan L. Siapno ES	December 03, 2026 (PM)
	Pogo-Lasip ES	December 09, 2026 (AM)
	Lasip Grande ES	December 09, 2026 (PM)
	Malued ES	December 10, 2026 (AM)
	Bacayao Sur ES	December 10, 2026 (PM)
	Lucao ES	December 14, 2026 (AM)
	Pantal ES	December 14, 2026 (PM)
	West Central ES I	December 15, 2026 (AM)
	West Central ES II	December 15, 2026 (PM)
	OSDS Offices	December 16, 2026
	CID Offices	December 16, 2026
	SGOD Offices	December 16, 2026

Prepared by:

CARITA F. TAMAYO
Supply Officer II

MARKING C. REYES
Accountant III

Noted by:

MYREL ANGELICA N. LOPEZ
Administrative Officer V

, APPROVED:

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent