

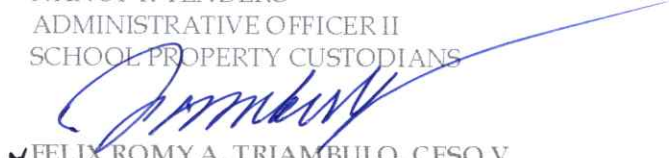


Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 66, s. 2022

TO : LAURIEL BALUCAN  
JERRY PERONG  
MEDAR PADAO  
NANCY T. TENDERO  
ADMINISTRATIVE OFFICER II  
SCHOOL PROPERTY CUSTODIANS

FROM :  FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

DATE : February 14, 2022

SUBJECT : INVENTORY TAKING/PHYSICAL COUNT OF PPE AT  
DIVISION OFFICE AND SCHOOLS

In pursuant to COA Circular No. 2020-006 dated January 31, 2020, Re: Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment, Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies. The Division Inventory Committee with the School Property Custodians will conduct an inventory taking base on the following schedule, to wit:

Division Office	-	March, 2022
Dapitan City Central District (Inclusive of the High School under the district)	-	March, 2022
Baylimango and Taguilon District (Inclusive of the High School under the district)	-	April, 2022
Potungan District (Inclusive of the High School under the district)	-	April, 2022
Barcelona District (Inclusive of the High School under the district)	-	May, 2022
Sulangon District (Inclusive of the High School under the district)	-	May, 2022

The Division Supply Officer shall be in charge in the inventory taking at the Division Office and shall monitor the School Property Custodians based on the schedule above. Furthermore, the School Property Custodian shall prepare the following:

- List of PPEs which are worth Php15,000 and above and which are found at station (Annex A of the COA Circular No.2020-006) segregated as follows:
  - Land
  - Land Improvements
  - School Building

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Department of Education  
Division of Dapitan City

**RELEASED**

NO 66 DATE 02/16/22  
TIME 12:52 BY [Signature]



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REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

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- Other Structure
- Office Equipment
- ICT Equipment
- Furniture and Fixture
- Books

Said List of PPEs shall be submitted to the Supply Office on **March 7, 2022** as a prerequisite document prior to the actual conduct of inventory taking.

- Reissued Property Acknowledgement Receipt.

Please be guided accordingly.

Thank you.

CC

File  
Chief/CD  
Chief/SGOD  
Records  
AOV  
Accounting



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