



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

16 January 2023

MEMORANDUM

No. 18, s. 2023

To: Rosalio B. Conturno, Jr.
OIC – ASDS

Jerry M. Perong
Education Program Supervisor

Geordito T. Olario
Administrative Officer V

Peter A. Alavanza
Librarian II

Lauriel A. Balucan
Information Technology Officer

Glen C. Mohametano
Dentist II

Nathaniel A. Mendiola
OIC-Supply officer

Medar E. Padao
ADAS III

All designated Property Custodians of Schools

1. To comply with the Commission on Audit Circular No. 2020-006 dated January 31, 2020, re: **Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), 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**, you are advised to convene on January 17, 2023 in the Division Conference Room at 9:00 o'clock in the morning to complete the physical inventory which was started last year.
2. For information, guidance, and compliance.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

