



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

Office of the Schools Division Superintendent

August 14, 2025

DIVISION MEMORANDUM

OSDS-2025- 543

**SCHEDULE OF THE CONDUCT OF PHYSICAL COUNT OF INVENTORIES
AND PROPERTY, PLANT, AND EQUIPMENT FY 2025**

To: SDO - based Personnel
Elementary and Secondary School Heads
Administrative Officers II (School Property Custodians)
All Others Concerned

1. In compliance with COA Circular No. 2020-006, all government agencies are directed to conduct the Annual Physical Count of Inventories and Property, Plant, and Equipment (PPE) and shall be witnessed by the Commission on Audit (COA) Auditor or any of his audit team members.

2. Schools are reminded to update and conduct their internal inventory count. Likewise, the school supply officer/property custodian shall submit a draft of the Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) **on or before August 20, 2025** to the Supply Office of this division.

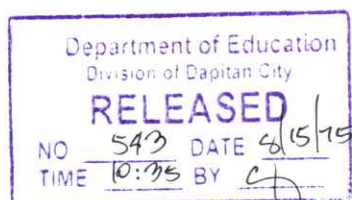
3. The following is the schedule of activities for the conduct of the physical count:

School District	Date
Division Office	August 18, 2025
Dapitan City Central District	August 27, 2025
Baylimango District	August 28, 2025
Sulangan District	August 29, 2025
Barcelona District	September 1, 2025
Potungan District	September 2, 2025

4. The *Report on the Physical Count of Inventories* shall be submitted by the Administrative Officers II of the respective schools to the Division Supply Officer immediately after the completion of the inventory.

5. The Service Vehicle (Van) shall be utilized throughout the duration of this activity.

6. For wide dissemination and compliance of all concerned.



JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity