



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

Office of the Schools Division Superintendent

September 10, 2025

**DIVISION MEMORANDUM**

OSDS-2025- 591

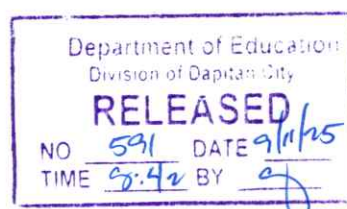
To: **Marlyn E. Esmade**, EPS I  
**Lourence N. Reyes**, ITO I  
**Jonathan D. Reluya**, PDO II  
**Cynthia O. Dalman**, AO IV  
**Johann Andrei A. Ladera**, EPS  
**Glen C. Mohametano**, Dentist II  
**Peter A. Alavanza**, Librarian II  
**Ricky B. Pino**, ADAS III  
**Anthony Kestrel L. Medija**, ADA VI

1. In our desire to comply with COA Circular No. 2020-006, you are hereby directed to conduct the Annual Physical Count of Property, Plant, and Equipment (PPE) in the Schools Division Office on Friday, September 12, 2025 and submit the Inventory Count Form (ICF) to the Supply Office immediately after the inventory.

| Name                      | Tasks               | Office Assignment      |
|---------------------------|---------------------|------------------------|
| Marlyn E. Esmade          | PPE Checker/Counter | CID                    |
| Peter A. Alavanza         | Tagger              |                        |
| Glen C. Mohametano        | PPE Checker/Counter | SGOD                   |
| Johann Andrei A. Ladera   | Tagger              |                        |
| Cynthia O. Dalman         | PPE Checker/Counter | Administrative Section |
| Lourence N. Reyes         | Tagger              |                        |
| Ricky B. Pino             | PPE Checker/Counter | Finance Section        |
| Jonathan D. Reluya        | Tagger              |                        |
| Anthony Kestrel L. Medija | PPE Checker/Counter | SDS and ASDS Offices   |
| Lourence N. Reyes         | Tagger              |                        |
| Geordito T. Olario        | Validator           | OSDS                   |
| Jerry M. Perong           | Validator           | CID and SGOD           |

2. The Supply Officer shall provide the Inventory Working Paper to the concerned PPE Checkers/Counters while ITO Reyes will provide the stickers to the Taggers.

3. For strict compliance.



**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent