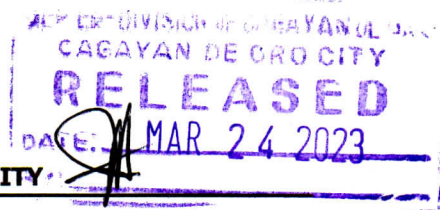




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 March 2023

DIVISION MEMORANDUM

No. 126 s.2023

**CONDUCT OF PHYSICAL COUNT OF PROPERTY PLANT AND EQUIPMENT FOR
SECONDARY AND ELEMENTARY SCHOOLS**

TO: All Elementary and Secondary School Heads
All Elementary and Secondary School Property Custodian
Division Inventory Team

Risa Bea Socorro M. Borres
Ignacio A. Gabule Jr.
Gleven Chitto B. Manaug
Edwin Carl N. Canios
Ray Ian V. Bernaldez
Ryan C. Sambaan
Jayson B. Rabanes
COA Representative

Administrative Officer V
Administrative Officer II
Administrative Assistant II
Administrative Assistant III
Accounting Section Staff
Administrative Aide IV
Administrative Aide

This Division

1. Pursuant to the Government Accounting Manual (GAM) Section 38, Chapter 10, Volume I "the entity shall have a periodic physical count of Property Plant and Equipment, which shall be done annually and presented on the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) (Appendix 73)".
2. The Division Inventory Team hereby directed to conduct physical count on inventory for Property Plant and Equipment for Elementary and Secondary Schools on the given schedule attached to this memorandum.
3. All School Heads and School Property Custodians of Secondary and Elementary Schools are requested to prepare the inventory reports (Property Plant and Equipment and Textbook Inventory in 2 sets of hard copies).
4. Attached is the list of Schools/Districts with corresponding schedules for your reference.
5. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
6. For widest dissemination and strict compliance.

CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

Encl.: none

Reference: GAM

To be indicated in the Perpetual Index
under the following subjects:

INVENTORY
REPORTS

IAGJR / DM – submission of report on ppe
/March 24, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (08822)-8550048

Email: cagayandeoro.city@deped.gov.ph

SCHEDULE FOR INVENTORY TAKING:

APRIL 11-14, 2023	SOUTHWEST I DISTRICT
APRIL 17-21, 2023	SOUTHWEST II DISTRICT
APRIL 24-28, 2023	EAST I DISTRICT
MAY 2-5, 2023	EAST II DISTRICT
MAY 8-12, 2023	CENTRAL & SOUTH DISTRICTS
MAY 15-19, 2023	WEST I DISTRICT
MAY 22-26, 2023	WEST II DISTRICT
MAY 29- JUNE 2, 2023	NORTH I & II DISTRICTS



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph