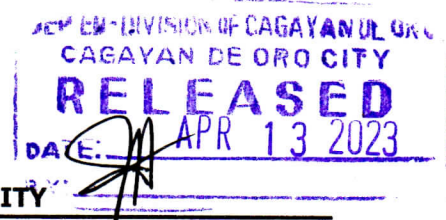




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 April 2023

DIVISION MEMORANDUM

No. 155 s.2023

ADDENDUM TO DIVISION MEMORANDUM NO. 126 s.2023

RE: 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

Administrative Officer V

Ignacio A. Gabule Jr.

Administrative Officer II

Gleven Chitto B. Manaug

Administrative Assistant II

Edwin Carl N. Canios

Administrative Assistant III

Ray Ian V. Bernaldez

Accounting Section Staff

Ryan C. Sambaan

Administrative Aide IV

Jayson B. Rabanes

Administrative Aide

COA Representative

This Division

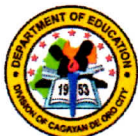
1. In reference to Division Memorandum No. 126 s. 2023 dated March 24, 2023, the field is hereby informed of the revised schedule on Physical Count of Property Plant and Equipment, to wit:

Southwest I District	June 6,7 & 9, 2023
Southwest II District	April 17-18, 2023
East I District	April 25-27, 2023
East II District	May 2-4, 2023
All remaining Districts are schedule every Tuesday, Wednesday, and Friday of the scheduled week.	

2. Meal Allowance of Division Inventory Team shall be charged against local funds subject to existing Accounting and Auditing rules and regulations.

3. All other provisions in the said Division Memorandum shall remain the same.

4. 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.



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

Telephone: (08822)-8550048

Email: cagayandeoro.city@deped.gov.ph

5. For widest dissemination and strict compliance.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: none

Reference: GAM

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

INVENTORY, REPORTS

IAG / DM – inventory of PPE
April 11, 2023



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