

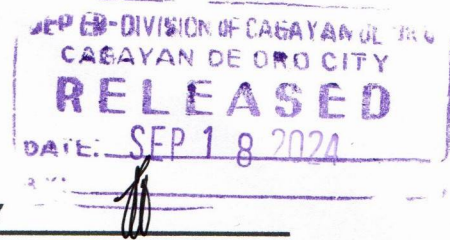


Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



17 September 2024

DIVISION MEMORANDUM

No. 710 s.2024

**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 IV

Gleven Chitto B. Manaug

Administrative Officer II

Agustin F. Patlunag

Project Development Officer I

Noelfred B. Balarote

Administrative Aide VI

Edwin Carl N. Canios

Administrative Officer II

Ray Ian V. Bernaldez

Accounting Section Staff

Ryan C. Sambaan

Administrative Aide IV

Jayson B. Rabanes

Administrative Aide III

COA Representative

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)," the Division Inventory Team will conduct Physical Count of Property Plant and Equipment for Elementary and Secondary Schools.

2. All school heads and school property custodians are requested to submit and prepare the following:

- a) Updated Report on Property Plant and Equipment (PPE), Semi- Expendable, and Textbook inventory (send through email at: depedcdo.inventory@gmail.com on or before September 23, 2024.)
- b) Prepare updated inventory reports (Property Plant and Equipment, Semi-Expendable and Textbooks) in two (2) sets, hardcopy, on the scheduled date.
- c) **Schedule of inventory is indicated in the Enclosure.**

3. Meal Allowance of Division Inventory Team shall be charged against local funds subject to existing accounting and auditing rules and regulations.



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

Telephone: (08822)-8550048

Email: cagayandeoro.city@deped.gov.ph

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. This Office directs wide and immediate dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: none

Reference: GAM

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

INVENTORY
REPORTS

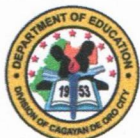
IAGJR / DM – Conduct of Physical Count of Property Plant and Equipment for Secondary and Elementary
/September 17, 2024



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SCHEDULE FOR INVENTORY:

October 8-10, 2024	West, I District Schools
October 15-18, 2024	West II District Schools
October 22-25, 2024	Central and North I District Schools
October 29-31, 2024	North II District Schools
November 5-8, 2024	East II District Schools
November 12-15, 2024	East, I District Schools
November 19-22, 2024	South District Schools
November 26-29, 2024	Southwest 2 Districts Schools
December 3-6, 2024	Southwest 2 Districts Schools
December 10-13, 2024	Southwest 1 Districts Schools
December 17-20, 2024	Southwest 1 Districts Schools



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