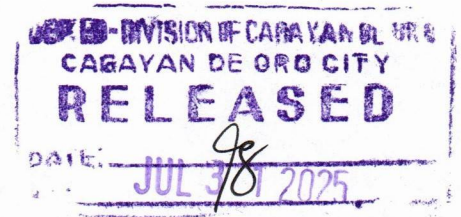




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

30 Jan 2025

OFFICE MEMORANDUM

No. 10 s.2025

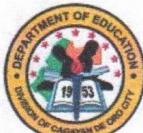
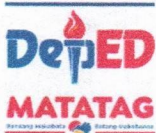
TO: All Elementary and Secondary School Heads
All Elementary and Secondary School Property Custodian
Division Inventory Team

Risa Bea Socorro M. Borres	Administrative Officer V
Ignacio A. Gabule Jr.	Administrative Officer IV
Winston P. Cebrian	Administrative Aide IV
Noelfred B. Balarote	Administrative Aide VI
Bryan F. Pasigay	Administrative Aide VI
John Errol P. Capinig	Administrative Assistant III
Ray Ian V. Bernaldez	Administrative Aide IV
Donnacelle F. Ernacio	Administrative Officer II
Ryan C. Sambaan	Administrative Aide IV
Jayson A. Rabanes	Administrative Aide III
Michael B. Sarilla	Administrative Aide IV
COA Representative	

This Division

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

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 of Property Plant and Equipment for Elementary and Secondary Schools on the given schedule attached to this memorandum.
3. In this regard, all School Heads and School Property Custodians are requested to submit updated Report on Property Plant and Equipment to Supply office thru email depedcdo.inventory@gmail.com **on or before August 4, 2025.**
4. All School Heads and School Property Custodians of Elementary and Secondary Schools are requested to prepare the updated inventory reports



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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(Property Plant and Equipment, Semi- Expendable inventory, Disposal, Inventory Custodian Slips and Textbooks Inventory) in 2 sets of hard copies on the scheduled date.

5. Attached is the list of Schools/Districts with corresponding schedules for your reference.
6. Meal Allowance of Division Inventory Team shall be charged against local funds subject to existing accounting and auditing rules and regulations.
7. 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.
8. For widest dissemination and strict compliance.

ROY ANGELO E. GAZO

Schools Division Superintendent

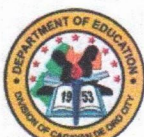
Encl.: none

Reference: GAM

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

INVENTORY
REPORTS

IAGJR / DM – submission of report on ppe
/July 30, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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SCHEDULE FOR INVENTORY TAKING:

(Tuesday to Friday)

August 12-15, 2025	East I District Schools
August 19-22, 2025	East II District Schools
August 26-29, 2025	Central and North I District Schools
September 2-5, 2025	North II District Schools
September 9-12, 2025	West II District Schools
September 16-19, 2025	West II District Schools-
September 23-26, 2025	West I District Schools
September 30- Oct 3, 2025	South Districts Schools
October 7-10, 2025	Southwest 1 Districts Schools
October 14-17, 2025	Southwest 1 Districts Schools
October 21-24, 2025	Southwest 2 Districts Schools
October 28-31, 2025	Southwest 2 Districts Schools



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Office of the Schools Division Superintendent
LIST OF SCHOOLS

EAST I

East CCS
Lapasan NHS
Gusa ES
Gusa Regional HS
East Gusa NHS
Cugman IS
Cugman ES
Cugman NHS
FS Catanico IS
Malasag ES
Camansi IS
Migtugsok Extn

East II

Bugo NHS
Suntingon ES Main & Annex
Bugo CS
Puerto ES
Puerto NHS
Balubal NHS
Balubal ES
Agusan ES
Agusan NHS
Tablon NHS
Tablon ES
Palalan ES
Linangohan ES

CENTRAL & NORTH I

City CCS
Corrales ES
St. John ES
Macabalan NHS
Macabalan ES
North CCS
Puntod NHS
Consolacion Es
Angeles Sisters NHS

NORTH II

Bayabas NHS
Bayabas ES
Bonbon NHS
Bonbon ES
Kauswagan CS
Kauswagan NHS
City Engineers ES
Bongbongon ES

WEST II

Iponan ES
Iponan NHS
Bulua NHS
Bulua CS
Camp Evang ES
Camp Evang NHS
GL Reyes ES
IKP
PN Roa NHS
PN Roa ES
Fil Chi ES
Pamalihi ES
Canitoan ES
Canitoan NHS
Pagatpat ES
Pagatpat NHS
San Simon ES
San Simon NHS
Baikington ES
Baikington NHS
Bolao ES

WEST I

Balulang NHS
Balulang ES
Macanhan ES
Carmen NHS
Carmen Science NHS
Upper Carmen ES
Sacred Heart Vill ES
West CCS

SOUTH

CDO NHS- SHS
CDO NHS - JHS
South CCS
Camaman-an NHS
Camaman-an ES
Macapaya Extn
Macasandig NHS
Macasandig ES
Indahag NHS
Indahag ES
Taguanao ES



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SOUTHWEST I

Tumpagon ES
Tumpagon NHS
Pigsag-an NHS
Pigsag an ES
Tuburan NHS
Tuburan ES
Taglimao NHS
Taglimao ES
Pagalungan NHS
Pagalungan ES
Tagpangi NHS
Tagpangi ES
Batinay ES
Baluarte ES
Kiam is ES
Lumbia Cs
Lumbia NHS

SOUTHWEST II

Bayanga ES
Bayanga NHS
Midkiwan IS
Mambuaya NHS
Mambuaya ES
Mangalay ES
Dansolihon NHS
Dansolihon ES
Iba IS
Balongkot IS
Tignapoloan ES
Tignapoloan NHS
Upper Tignaploan ES
Man ai ES
Man ai NHS
Magayad IS
Dunggoan IS
Cadayonan IS
Besigan ES
Besigan NHS