




Republic of the Philippines
Department of Education
Region XI
Schools Division of Digos City
Digos City


Division Memorandum


No. 488, s. 2016

To : EMMANUEL P. HUGO 
Chief
Schools Governance and Operation Division

MARCELINO E. RANOLLO, JR. - 
Administrative Officer IV (Supply)

GERWIN RYAN L. RABAYA 
Attorney – III

HELEN N. FRANCONAS - 
Engineer – III

STEPHEN R. PASCUAL
Information Technology Officer – I 

From: DEE D. SILVA, DPA, CESO VI
City Schools Division Superintendent

Subject: Conduct of Physical Count of Inventories, Property, Plant, and
Equipment

Date: September 6, 2016

Please be informed that your Committee will conduct an Ocular Physical Count of Inventories, Property, Plant, and Equipment in all Offices /Schools of this Division starting September 12, 2016 to November 30, 2016.

As such your Team is expected to recommend solutions to the problems on the shortages and excesses of properties and materials currently existing in all concerned End Users.

Please be guided accordingly.

DepEd Schools Division of Digo:

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Date: SEP 06 2016 Time: 1:29 PM
By: 