


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

Division Memorandum

No. 492, s. 2016

To : Elementary and Secondary School Heads
And Other Concerned Personnel

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

In view of the reconciliation and validation of the Consolidated Inventory Reports On Physical Count of Inventories (RPCI), and Property, Plant, and Equipment (PPE) submitted to this Office, and further address the solutions to the problems on shortages and excesses of properties particularly Textbooks / Teacher's Manuals, Instructional Materials - Learner's Guides /Teacher's Guides and School Furnitures, the Division BAC Sub -Committee On Inventory, Appraisal, and Disposal will conduct an Ocular Physical Count of Inventories and PPE in all Offices /Schools within the Division, beginning September 12, 2016 to November 30, 2016.

Please be guided accordingly.

DepEd Schools Division of Digos
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Date **SEP 06 2016** TIME: 5:26 PM
BY: 