



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



December 12, 2019

**DIVISION MEMORANDUM**  
 No. 1164 s. 2019

**SCHEDULE OF THE DIVISION VALIDATION ON PROPERTY, PLANT AND EQUIPMENT (PPE) AND PHYSICAL COUNT OF INVENTORIES (PCI)**

TO: Public Schools District Supervisors  
 District Principals In-Charge  
 Secondary and Elementary School Principals/Heads  
 Designated District and School Property Custodians  
 Secondary Supply Officers  
 All other Concerned Official

1. In view of the ongoing Division Validation on Property, Plant and Equipment (PPE) and Physical Count of Inventories (PCI), this Office announces the following schedule of the Physical Inventory to wit:

DATE	DISTRICT/SCHOOL	PERSONS INVOLVED
Dec. 14, 2019	Digos Occidental District	Engr. Helen Franconas, Marcelino E. Ranollo, Jr or any Supply Unit Staff ( Representative ), Stephen R. Pascual, Peter Jason Senarillos, and 1 personnel from COA
Dec. 21, 2019	Digos Oriental District	
Dec. 28, 2019	MT. Apo District	
Dec. 29, 2019	Digos South District	

2. Provision of Service Credits / Compensatory Overtime Credit will be granted for services that fall during Saturdays and Sundays.
3. Immediate and widest dissemination of this memorandum to all concerned is earnestly desired.

  
**CRISTY C. EPE, CESE**  
 Schools Division Superintendent

SepEd Schools Division of Digos City

RECORDS SECTION

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 419327  
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