



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

**DIVISION MEMORANDUM**  
 No. 557, s. 2020

**November 24, 2020**

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

**To: Public Schools District Supervisors  
 Secondary, Senior High and Elementary School Principals / Heads ( Non - IUs)  
 Designated District and School Property Custodians  
 All other concerned**

- In view of the conduct of Physical Count and Validation of Property, Plant and Equipment (PPE ) and Physical Count of Inventories ( PCI ), this Office announces the following schedule of the Physical Inventory Taking, to wit:

<b>DATE</b>	<b>DISTRICT /SCHOOL</b>	<b>PERSONS INVOLVED</b>
Dec. 3,4,8,& 9, 2020	Digos Occidental Dist.	Basilio P. Mana-ay, Jr. Ed.D., Engr. Helen Franconas, Marcelino E. Ranollo, Jr. or any Supply Unit Staff Representative,
Dec. 10,11, &14, 2020	Digos Oriental Dist.	Stephen R. Pascual, Peter Jason Senarillos, 1 COA Personnel Representative, District and School Property Custodians and Inventory Committee M
Dec. 16,17,18, 2020	Mt. Apo Dist.	
Dec. 21,22,23,2020	Digos South Dist.	

- Immediate and widest dissemination of this memorandum to all concerned Is earnestly needed.

**CRISTY C. EPE**  
 Schools Division Superintendent

SCHOOLS DIVISION OF DIGOS  
 RECORDS SECTION  
**RELEASED**  
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 DATE: 26 NOV 2020 Time: 8:50 AM  
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