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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

November 09, 2022

No. 702 s. 2022

**To : All Division Chiefs and Section Heads
All Public Elementary and Non-IU Secondary School Heads**

Subject : CONDUCT OF YEAR-END PHYSICAL COUNT OF SEMI-EXPENDABLE ITEMS & PROPERTY, PLANT AND EQUIPMENT (PPE)

This is to inform the concerned personnel that the Division Inventory Committee will conduct a Year-End Physical count of Semi-Expendable Assets and Property, Plant and Equipment (PPE) on Nov. 28 to Dec. 9, 2022.

To facilitate the inventory process, it is requested that all items reflected in the inventory reports must be on hand and ready for inspection, and the storerooms or other places where the items may be located should be prepared to have a smooth process of inventory taking.

The designated supply officer in the division as well as the Administrative Officer II and Schools Property Custodians shall assist the Inventory Team. The offices and schools are provided with the list of properties by the Division Asset Management Section and Schools Property Custodians.

Further, PPE's considered unserviceable or beyond economic repair in each office/school also be reported using the Inventory and Inspection Report of Unserviceable Property (IIRUP). Validation as to the existence and real condition of the items listed therein shall be undertaken by the Inventory Team.

Expenses incurred during the said activity shall be chargeable against local funds subject to usual accounting and auditing rules and regulation.

For your information, guidance and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

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BY: [Signature]

CRISTY C. EPE
Schools Division Superintendent