



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 175 s. 2023

To: *Sollie B. Oliver – SGOD Chief*
Francis Jude D. Alcomendras – Administrative Officer V
Noreliza A. Misal – Accountant III
Heidi B. Escalona – Asset Mgt. Unit Head – Designate
Juvy Comaingking – Librarian II
Stephen R. Pascual – ITO I
Helen Franconas – Engr. III
Jasmine Asarak – Dentist II
Ethel D. Calva – ADAS III
Rotsen Gayud - ADAS III
Guy Maraasin – Administrative Officer II
Section Heads
School Heads
All School Based AO II and ADAS III
School Property Custodians

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

Date: October 27, 2023

For the information and guidance of all concerned, the Annual Physical Count of Inventories involving all the Property, Plant, and Equipment will be undertaken by the Inventory Team composed of the following personnel on the herein dates and schedules:

Chairman:	Sollie B. Oliver	- SGOD Chief
Members:	Francis Jude Alcomendras	- Administrative Officer V
	Noreliza A. Misal	- Accountant III
	Heidi B. Escalona	- AMU Head – Designate

Members/In-charge:

Semi-Expendable Items, PPE and Motor Vehicles and Parts	-	Rotsen Gayud
Books and Learning Materials	-	J. Comaingking

ICT – related Equipments - Stephen Pascual
Building and Other Structures - Engr. Franconas
Medical, Dental and Laboratory Equipt. - Jasmine Asarak

Secretariat:

Ethel Calva - ADAS III
Ethel Tabalba - ADAS III
Guy Maraasin - Administrative Officer II

To streamline the inventory process, it is requested that all items listed in the inventory reports be readily available for inspection. Additionally, please ensure that storerooms and other potential stock locations are clean and organized, enabling a smooth and organized inventory check.

It is essential for the same to report any condemned or unserviceable properties using the appropriate documentation.

The travel itinerary and report submission schedule of the Inventory Team are attached herewith.

For information and strict compliance.

Melanie P. Estacio
MELANIE P. ESTACIO
OIC-Schools Division Superintendent *gms.*

Schools Division of Digos City
RECORDS SECTION

RELEASED
27-111488
DATE: NOV 07 2023 TIME: 4:15 PM
BY: *[Signature]*



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

Office of the Schools Division Superintendent

SCHEDULE OF TRAVEL

Date	Schools	Submission of Reports to the SDO by the School Property Custodian	Personnel Involved
November 13, 2023	Ruparan ES Ruparan NHS (JHS & SHS) Dulangan ES F. Alferez Goma NHS (JHS & SHS) Damnas ES	November 24, 2023	Heidi B. Escalona Engr. Helen Franconas Noreliza Misal Ma. Bernadette Pagayon Rotsen Gayud Danilo Ebol Maria Leonora Salazar Giselle Gonzales
November 14, 2023	Apolandia ES Marawer ES N. Isidro ES Rizal CES Kapatagan NHS (JHS & SHS)	November 24, 2023	Heidi B. Escalona Noreliza Misal Engr. Helen Franconas Ma. Bernadette Pagayon Rotsen Gayud Danilo Ebol Narrylhind Barotoc Aljun Loma Janice Baritua
November 15, 2023	Arcaflor Maniapao ES Colorado ES C. Nonol ES Balabag ES Balabag NHS	November 24, 2023	Heidi Escalona Jasmine Asarak Juvy Comaingking Giselle Gonzales Bonafe Cathrine Rabaya Juvy Cardinez
November 16, 2023	Ramon Magsaysay CES Digos City Central ES G. Reusora ES SDO	November 28, 2023	Stephen Pascual Heidi Escalona Ma. Bernadette Pagayon Rotsen Gayud (SDO) Jessrael Bengil Alnie Fe Ymalay Ethel Tabalba (SDO) Ethel Calva (SDO) Guy Maraasin (SDO)
November 17, 2023	Aplaya ES Dawis ES Dawis NHS	November 28, 2023	Sollie Oliver Noreliza Misal Heidi Escalona Ferdinand Magdadaro Danica Acedilla Qumran Loyola Juvy Comaingking

November 20, 2023	Bagumbuhay ES Igpit ES Igpit NHS San Miguel ES Isaac Abalayan ES	November 28, 2023	Sollie Oliver Engr. Helen Franconas Ma. Bernadette Pagayon Rotsen Gayud Marichu Beterbo Mary Sol Rosalita Bonafe Rabaya
November 21, 2023	Pedro Garcia ES Cogon ES Badiang ES Kibanban ES Jolencio Alberca ES	November 28, 2023	Francis Jude Alcomendras Jasmine Asarak Ma. Bernadette Pagayon Rotsen Gayud Ferdinand Magdadaro Marichu Beterbo Narrylhind Barotoc Yna Abigail Duran
November 22, 2023	Matti NHS (JHS & SHS) Domingo Abawag ES SHS in Digos City Don Mariano Marcos ES	December 8, 2023	Francis Jude Alcomendras Jasmine Asarak Juvy Comaingking Ma. Bernadette Pagayon Jessrael Bengil Roseter Alcaide Hadley Nahine Ethel Calva
November 23, 2023	Pedro Basalan ES R. Saplala ES Mahayahay ES Balabag ES Balabag NHS	December 8, 2023	Stephen Pascual Heidi Escalona Rotsen Gayud Ferdinand Magdadaro Helena Solon Juvy Cardines Juvy Comaingking
November 24, 2023	Soong ES Soong NHS Binaton ES Matti ES	December 8, 2023	Engr. H. Franconas Noreliza Misal Heidi Escalona Ma. Bernadette Pagayon Rotsen Gayud Juvy Comaingking