



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS - 2025 - 158

To: Assistant Schools Division Superintendent
Division Chiefs
Section/Unit Heads
Schools Property Custodian
All Others Concerned

Date: June 2, 2025

Pursuant to the Commission on Audit Circular No. 2020-006 dated January 31, 2020 entitled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies", this office shall conduct the **Physical Inventory Taking of Property, Plant and Equipment (PPE's)** within the Division and its schools from to June 3 – 18, 2025.

All concerned personnel are directed to:

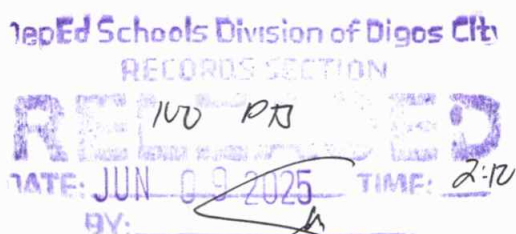
1. Ensure all property and equipment are available for inspection and counting.
2. Coordinate with and assist the Inventory Committee during the scheduled activity.
3. Report any missing, unserviceable, or transferred items immediately.
4. Provide supporting documents for items that require verification or updating.

I. Schedule in the Conduct of Physical Inventory Taking:

DATE	OFFICE
June 3 – 4, 2025	Schools Division Offices
June 5 – 6, 2025	Oriental District
June 9 – 10, 2025	Occidental District
June 11 – 13, 2025	Mt. Apo District
June 16 – 18, 2025	Digos South District

Your full cooperation is essential to ensure the smooth conduct and successful execution of this one-time cleansing activity.

For your information and strict compliance.



Melanie P. Estacio
MELANIE P. ESTACIO, PHD., CESO VI
Schools Division Superintendent



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