

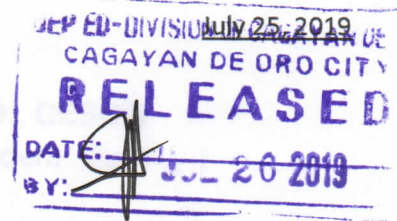


Republic of the Philippines
DEPARTMENT OF EDUCATION
Division of Cagayan de Oro City

Fr. William F. Masterson SJ Avenue, Upper Balulang, Cag. De Oro City



Division Memorandum
No. 570 s., 2019



TO : All Secondary and Elementary Schools Heads and School Property Custodians

Division Inventory Team

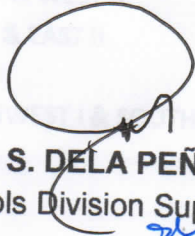
Laverne L. Mercado – Administrative Officer IV Supply Officer
Ignacio A. Gabule Jr. – Admin. Officer II
Gleven Chitto D. Manuag – Admin. Assistant II
Ryan Sambaan – ADA IV (Budget Office)
Ryam Fil Bahian- Admin. Assistant III (Accounting Section)
Percy Brian Tabuan– Admin. Officer IV (Administrative Section)
COA Representative

This Division

**CONDUCT OF PHYSICAL COUNT OF PROPERTY PLANT AND EQUIPMENT FOR
SECONDARY & ELEMENTARY SCHOOLS**

1. Pursuant to the Government Accounting Manual (GAM) Section 38, Chapter 10, Volume I " the entity shall have a periodic physical count of Property Plant and Equipment, which shall be done annually and presented on the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) (Appendix 73).
2. The Division Inventory Team is hereby directed to conduct actual physical count during inventory for Property Plant and Equipment for Elementary and Secondary Schools on the given schedule attached to this memorandum.
3. All School Heads and School Property Custodians of Secondary and Elementary Schools are requested to prepare the Inventory Reports (Property Plant and Equipment and Textbook Inventory in 2 sets of hard copies) and all the properties for checking.

4. Attached is the list of Schools/Districts with the corresponding Schedules for your reference.
5. For widest dissemination and strict compliance.



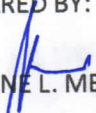
JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

Encl.: schedule
Reference: None
Supply/Imercado

SCHEDULE OF PHYSICAL COUNT OF PROPERTY PLANT AND EQUIPMENT

AUGUST 1-9, 2019	NORTH I, NORTH II & CENTRAL DISTRICTS
AUGUST 12-16, 2019	WEST I & WEST II
AUGUST 19-23, 2019	EAST I & EAST II
AUGUST 26-30, 2019	SOUTH
SEPTEMBER 2-6, 2019	SOUTHWEST I & SOUTHWEST II

PREPARED BY:


LAVERNE L. MERCADO

Administrative Officer IV- Supply Officer

CONDUCT OF PHYSICAL COUNT OF PROPERTY PLANT AND EQUIPMENT FOR
SECONDARY & ELEMENTARY SCHOOLS

Pursuant to the Government Accounting Manual (GAM) Section 18, Chapter 12, Volume 1 - the body shall have a periodic physical count of Property, Plant and Equipment, which shall be done annually and presented in the Report on the Physical Count of Property, Plant and Equipment (RPPCE) Appendix 73.

The Division Inventory Team is hereby directed to conduct actual physical count during inventory for Property Plant and Equipment for Elementary and Secondary Schools on the given schedule attached in this memorandum.

All School Heads and School Property Custodians of Secondary and Elementary Schools are requested to prepare the Inventory Reports (Property Plant and Equipment and Tagbook Inventory in 2 sets of hard copies) and all the properties to be checked.