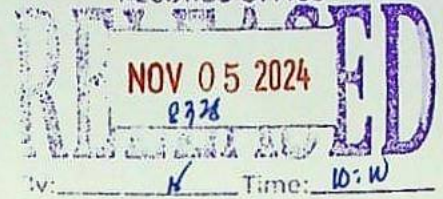




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

October 30, 2024

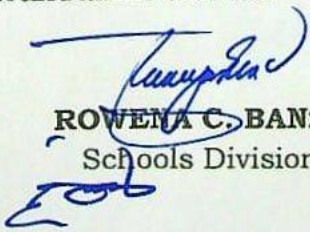
DIVISION MEMORANDUM

No.: 449, s. 2024

**CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (PPE),
SEMI-EXPENDABLE PROPERTY AND INVENTORIES
AS OF DECEMBER 31, 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary School Heads
Public Secondary School Heads (Non-IUs)
Elementary and Secondary School Property Custodians (Non-IUs)
All SDO Personnel

1. The Division Inventory Team together with our COA Representative will conduct the Physical Count of Property, Plant and Equipment (PPE) and Semi-Expendable Property and Inventories on November 7 to December 4, 2024.
2. Relative thereto, all concerned are requested to ensure that all items as reflected in the inventory reports must be on hand and ready for inspection and property tagging.
3. Attached is the Schedule for the Physical Count of Property, Plant and Equipment (PPE), Semi-Expendable Property and Inventories for your information and guidance.
4. Immediate dissemination of this memorandum is desired.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent




Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph

**SCHEDULE FOR THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT,
SEMI-EXPENDABLE PROPERTY AND INVENTORIES
As of December 31, 2024**

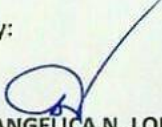
RESPONSIBLE PERSON/S	SCHOOLS/FUNCTIONAL DIVISIONS	DATE OF INVENTORY
Crisonia P. Uson-Galivo - Team Leader	Salisay ES	NOVEMBER 07, 2024 (AM)
John Paul G. Saplan	Bolosan ES	NOVEMBER 07, 2024 (AM)
Jorelyn G. Domagas	Mamalingling ES	NOVEMBER 07, 2024 (PM)
Lavenia F. Torio	Tambac ES	NOVEMBER 08, 2024 (AM)
Ivel Jonh R. Martinez	Mangin-Tebeng ES	NOVEMBER 08, 2024 (AM)
Nick Bryan M. Jose	Tebeng ES	NOVEMBER 08, 2024 (PM)
Rhea N. Parayno	Caranglaan ES	NOVEMBER 12, 2024 (AM)
Marites D. Mendoza	Pascuala Villamil ES	NOVEMBER 12, 2024 (AM)
Jocelyn P. Tibalao	Bacayao Sur ES	NOVEMBER 12, 2024 (PM)
Froilan M. Julian	Juan L. Siapno ES	NOVEMBER 14,2024 (AM)
Melinda C. Dela Cruz	East Central IS	NOVEMBER 14,2024 (PM)
	Lasip Grande ES	NOVEMBER 15,2024 (AM)
	Malued ES	NOVEMBER 15,2024 (AM)
	Pogo Lasip ES	NOVEMBER 15,2024 (PM)
	Lucao ES	NOVEMBER 19,2024 (AM)
	Juan P. Guadiz ES	NOVEMBER 19,2024 (PM)
	WCES I ES	NOVEMBER 20,2024 (AM)
	WCES II ES	NOVEMBER 20,2024 (PM)
	Pugaro IS	NOVEMBER 21,2024 (AM)
	Suit ES	NOVEMBER 21,2024 (PM)
	Lomboy ES	NOVEMBER 22,2024 (AM)
	Salapingao ES	NOVEMBER 22,2024 (AM)
	Salapingao NHS	NOVEMBER 22,2024 (PM)
	T.Ayson Rosario ES	NOVEMBER 26,2024 (AM)
	Calmay ES	NOVEMBER 26,2024 (AM)
	Carael ES	NOVEMBER 26,2024 (PM)
	Carael NHS	NOVEMBER 26,2024 (PM)
	Federico N. Ceralde IS	NOVEMBER 27,2024 (AM)
	Bliss ES	NOVEMBER 27,2024 (PM)
	Leon Francisco ES	NOVEMBER 28,2024 (AM)
	Bonuan Boquig ES	NOVEMBER 28,2024 (PM)
	Gregorio Del Pilar ES	NOVEMBER 29,2024 (AM)
	Noth Central ES	NOVEMBER 29,2024 (PM)
	Victoria Q. Zarate ES	DECEMBER 03,2024 (AM)
	Sabangan ES	DECEMBER 03,2024 (AM)
	Pantal ES	DECEMBER 03,2024 (PM)
	OSDS Offices	DECEMBER 04,2024 (AM)
	CID Offices	DECEMBER 04,2024 (AM)
	SGOD Offices	DECEMBER 04,2024 (PM)

Prepared by:


CLARITA F. TAMAYO
Supply Officer II


HARKING C. REYES
Accountant III

Noted by:


MYREL ANGELICA N. LOPEZ
Administrative Officer V

APPROVED:


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent