



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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JAN 14 2021


DIVISION MEMORANDUM

No. 06 s. 2021

**SCHEDULED INVENTORY OF ALL NATIONAL, MOOE AND LOCAL
PROPERTY PLANT AND EQUIPMENT**

**TO: OIC-Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Elementary and Secondary School Principals/Officer-In-Charge
Elementary and Secondary School Property Custodian
Public Schools Only**

1. Enclosed is the routine schedule for the Physical Count of School properties on **January 20 to 28, 2021**.
2. In order to facilitate the checking, it is expected that all equipment are properly labeled (w/ sticker) and recorded via the asset registry system/template and all necessary report be ready with the prior year Inventory Report signed by the Schools Division Superintendent for counter checking.
3. Report on Physical Count of Property, Plant and Equipment (RCPPE -Appendix 73) and Report on Physical Count Inventories (RCPI-Appendix 66) must be duly signed by all accountable officer for submission right after the inventory taking.
4. All Division Inventory Team Members will assemble at the Division Office at exactly 8:00 a.m. The Division service vehicle SJS-381 shall be used by the Inventory Team for the whole duration of Physical Checking.
5. Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent