



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 275, s. 2023

**ANNUAL PHYSICAL COUNT OF PROPERTY AND EQUIPMENT AND PRE-  
VALIDATION OF INVENTORY REPORTS FOR FY 2023**

To : Public Schools District Supervisors/OICs  
Elementary and Secondary School Heads/TICs  
Designated Property Custodians  
Administrative Officer II  
All Others Concerned

1. The field is hereby informed of the Annual Physical Count of Property and Equipment and Pre-Validation of Inventory Reports for FY 2023 as required by the Commission on Audit (COA), in preparation for the One-Time Cleansing of PPE Account Balances of Government Agencies pursuant to COA Circular No. 2020-006 dated January 31, 2020.
2. Relative thereto, all property custodians are requested to ensure that all property and equipment listed in their most recent submitted reports are prepared for inspection including retrieved textbooks and learning materials. Moreover, storerooms and other areas where items may be located must be cleansed and organized to facilitate a smooth and orderly conduct of the inventory checking.
3. Considering the extensive coverage of the physical inventory taking, the district shall establish a District Inventory Team consisting of the District Property Custodian and a minimum of three (3) School Property Custodians as members. The team shall be responsible for the checking of the schools' physical inventory within the district not covered by the random inspection undertaken by the Division Inventory Team on the scheduled dates, composed of the following personnel:
  - 3.1. Patricio J. Gonzaga-Administrative Officer IV/Supply Officer II
  - 3.2. Juliebee E. Crisostomo-Administrative Officer II/Supply Personnel
  - 3.3. Francis Andrew M. Ruñez-Administrative Officer II/Supply Personnel
  - 3.4. Mary Grace M. Oquina-Administrative Officer II/Supply Personnel
  - 3.5. Diosdado G. Lerio, Jr.-Administrative Aide VI/Supply Personnel
4. A pre-inventory briefing/orientation and coordination meeting for the Annual Physical Inventory Plan (PIP) FY 2023 shall be conducted for each cluster districts prior to the commencement of the inventory checking activity. The following schedule must be observed to wit:

Districts	Date	Venue
San Fernando I, San Fernando II, Minglanilla 1, Minglanilla II, Sibonga	July 24-July 26, 2023	San Fernando
Dalaguete I, Dalaguete II, Argao I, Argao II, Alcoy, Boljoon, Oslob, Santander, Samboan	July 27-August 03, 2023	Dalaguete
Ginatilan, Malabuyoc, Alegria, Badian, Moalboal, Alcantara, Ronda, Dumanjug I, Dumanjug II	August 04-August 10, 2023	Badian
Barili I, Barili II, Aloguinsan, Pinamungajan I, Pinamungajan II, Balamban I, Balamban II, Asturias II, Asturias I, Tuburan I, Tuburan II	August 11-18, 2023	Balamban
Bantayan I, Bantayan II, Madrideojos, Santa Fe	August 22-24, 2023	Bantayan I
Daanbantayan I, Daanbantayan II, Tabuelan, San Remigio II, San Remigio I, Medellin, Tabogon, Borbon Sogod, Catmon	August 25-September 01, 2023	Medellin
San Francisco, Tudela, Poro, Pilar	September 05-07, 2023	San Francisco
Liloan, Carmen, Compostela, Consolacion I, Consolacion II, Cordova	September 12-15, 2023	Liloan

5. In conjunction with this, all PPEs and semi-expendables must be appropriately labeled/tagged and supported by Property Acknowledgment Receipts (PAR), Inventory Custodian Slips (ICS), and any other relevant transfer, accountability, and supporting documents based on the Inventory Working Paper (IWP) submitted for Midyear Reporting. The final hardcopies of the reports per school must be signed by the Division or the District Inventory Team and submitted through the Records Section of this Office not later than September 30, 2023, for permanent indexing in the Property and Supply Files.
6. To present a factual figure of unusable assets for dropping on the books of accounts, all condemnable and unserviceable properties shall also be checked before disposal procedures could be made as careful discretion must be exercised in determining the items for condemnation.
7. Schedules may be subject to change without prior notice due to any unforeseen circumstances that may arise during the course of the activity.
8. Travel, meals, accommodation, and other incidental expenses of the Division Personnel shall be charged against the **Division Office funds**. On the other hand, transportation expenses of the district and school personnel relative to the conduct of the said activity shall be charged against the local **School MOOE funds**, subject to the usual accounting and auditing rules and regulations.
9. This Memorandum serves as **Authority to Travel**.
10. Immediate dissemination and compliance of this memorandum is directed.

*Senen Priscilo P. Paulin*

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*A* Schools Division Superintendent



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