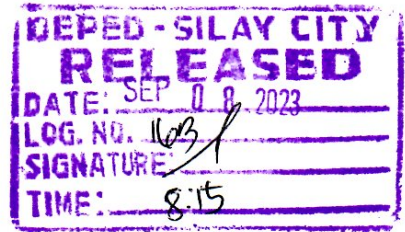




Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY



September 7, 2023

DIVISION MEMORANDUM NO. 341 s. 2023

CONDUCT OF 2023 PHYSICAL INVENTORY FOR SEMI-EXPENDABLE AND PPE PROPERTIES OF THE DIVISION OFFICE

TO: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Unit Heads
All Others Concerned

1. The Office of the Supply and Property Unit and the Division Inventory Committee will be conducting a **Physical Inventory** of all properties: PPE and Semi-Expendable Items under the accountability of each personnel of the various functional units of the Schools Division of Silay City in line with the preparation of the Report on Physical Count of Property, Plant and Equipment (RPCPPE) and Semi-Expendable Properties on the following scheduled dates:

September 12-14, 2023-	SGOD Office / Health Office/Clinic
September 15, 2023-	Admin. Office and Records Office
September 18-19, 2023-	HR Office
September 20, 2023 -	ICT Office
September 21-22, 2023 -	ASDS, Cashier and Budget Office
September 25-27, 2023-	CID Office (Chief and EPS)
September 28- 29, 2023-	CID Office (PSDS)
October 3-4, 2023 -	SDS Office
October 9-10, 2023-	Accounting Office
October 11-13, 2023-	LRMS/ Library hub office/ALS Office
October 17, 2023-	Supply & Property Office

2. All personnel with property accountabilities must accomplish encoding of all identified properties under their name in the Google link: <https://shorturl.at/ejJLU>, at least one day before the scheduled date of physical inventory.

3. All concerned units must assign at least one personnel to guide the inventory committee to access and identify properties stationed in their office during the assigned schedule. All items not considered as government property must be labeled as "personal property" to avoid misrecording of items.

4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, ethnicity, or any other similar factors/circumstances that run counter to the principles of Equal Employment Opportunity

5. For dissemination and strict compliance.

SALVADOR O. OCHAVO, JR., EDD, CESO V
Schools Division Superintendent

Enclosure: none

To be included in the perpetual index under the following subjects:

INVENTORY PROPERTIES PERSONNEL

