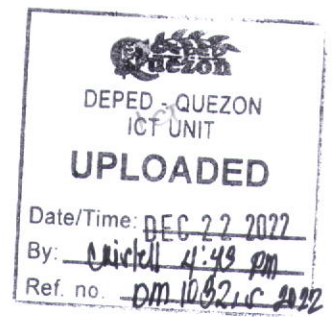




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 December 2022

**DIVISION MEMORANDUM**

DM No. 1082, s. 2022

**ADDENDUM TO DM. NO. 815 S. 2022 PHYSICAL INVENTORY PLAN (PIP) FOR THE  
CONDUCT OF ACTUAL PHYSICAL COUNT OF PROPERTY, PLANT AND  
EQUIPMENT (PPE) FOR THE ONE-TIME CLEANSING OF PPE  
ACCOUNT BALANCES**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District and School Property Custodian  
All Others Concerned

1. In connection with Division Memorandum No. 815 s. 2022 Physical Inventory Plan (PIP) of Actual Physical Count of Property, Plant and Equipment (PPE) for the One-Time Cleansing of PPE Account Balances, the scheduled Physical Inventory Taking Activities (PITA) is hereby extended until January 2023 due to unforeseen events and activities.
2. Due to the large and huge area of Fourth Congressional District, Nikkochea A. Ayala, Administrative Officer II of Atimonan II District is hereby designated as additional member of the Inventory Committee/Technical Working Group.
3. Travel and other incidental expenses of the members of the Technical Working group shall be charged to Division MOOE subject to usual accounting and auditing procedures.

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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4. All other items stated in the Memorandum shall remain the same.
  
5. Immediate dissemination and of strict compliance to this Memorandum is highly desired.

**ELIAS A. ALICAYA JR. EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Supmcsr12/22/2022

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