



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



DepEd Quezon  
ICT Unit  
UPLOADED

Date/Time: MARCH 13, 2023  
By: CRISTELL 10:02 PM  
Ref. No.: DM 207, S. 2023

13 March 2023

**DIVISION MEMORANDUM**  
**DM No. 207, s. 2023**

**DESIGNATION OF OIC-ASDS EDWARD D. GARCIA AS CHAIRMAN OF THE DIVISION  
INVENTORY COMMITTEE AND ADDENDUM TO DM. NO. 815 S. 2022 AND  
DM. NO. 1032 RELATIVE TO THE CONTINUATION OF PHYSICAL  
COUNT OF PROPERTY, PLANT AND EQUIPMENT (PPE)**

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

1. This is to inform the field and the Division Office personnel of the designation of OIC-ASDS Edward D. Garcia as Chairman of the Division Inventory Committee.
2. Due to weather disturbances in the island districts, the scheduled Physical Inventory Taking Activities (PITA) last January 2023 did not materialize. It was agreed last March 1, 2023 meeting to continue the unfinished PITA as instructed also by our Resident Auditor and the Division Inventory Committee.
3. The following schools are hereby instructed to prepare their Inventory Papers for validation of the Division Inventory Committee and Technical Working Group:
  - a. REAL District
    1. Maliliit na Bato ES
  - b. PANUKULAN District
    1. Calasumanga ES
    2. Milawid ES

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3. Bato ES
  4. Lipata ES
  5. Calasumanga NHS
  6. Panukulan CS
  7. Panukulan NHS
  8. Libo ES
  9. Kinalagte ES
  10. Pandan ES
  11. Matangcap ES
- c. GENERAL NAKAR 1 & 2 District
1. Umiray ES
  2. Cynthia Village ES
  3. Umiray PSHN Ext.
  4. Canaway ES
  5. Masanga ES
  6. Loilo ES
  7. Tatawiran ES
  8. Lumutan ES
  9. Makalya ES
  10. Lagmak ES
  11. Angelo ES
  12. Malining ES
- d. PATNANUNGAN District
1. Busdak ES
  2. Katakian ES
  3. Kilogan ES
  4. Busdak NHS
- e. POLILLO District
1. Balesin IS

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- f. MAUBAN SOUTH District
1. Cagbalete I Annex ES
  2. Cagbalete I ES
  3. Cagbalete II ES (P.H. Dela Costa ES)
  4. Cagbalete Is NHS
4. Please see Enclosure for the assigned schedule and Inventory Committee Members/Technical Working Group.
  5. Public Schools District Supervisor shall coordinate with the School Heads of the schools to be validated. An Education Program Supervisor, HRMO II, Administrative Officer V will likewise join the Inventory Committee to assist on the needs of schools.
  6. An office vehicle will be used by the team from the Division Office to the respective port going to the above-mentioned island districts. All non-teaching personnel are hereby requested to give assistance and are directed to observe the following Physical Inventory Taking Activities.
  7. Travel and other incidental expenses of the members of the Division Inventory Committee and Technical Working group shall be charged to Division MOOE subject to usual accounting and auditing procedures.
  8. 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

Supmcsr03/13/2023

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Enclosure _____,	
<b>INVENTORY COMMITTEE MEMBERS AND TWG of 1st Congressional District</b>	
<b>Continuation of Physical Inventory Taking Activities</b>	
<b>DISTRICT/SCHOOL</b>	<b>DATE</b>
<b>REAL DISTRICT (1)</b>	<b>March 21 - 22, 2023</b>
1. Maliliit na Bato ES	Edward D. Garcia - OIC ASDS Maria Dolores D. Atienza - AO V Wennie O. Gaela - AO IV George D. Aguila - AO IV Arren Joy M. Lopez - AO II (Real SO - Supply) Anna Carina H. Bautista - AO (Real) Kaydee C. Prohibido - ADAS III (Accounting)
<b>PANUKULAN DISTRICT (10)</b>	<b>March 19 - 24, 2023</b>
1. Calasumanga ES	Edward D. Garcia - OIC ASDS
2. Milawid ES	Maria Dolores D. Atienza - AO V
3. Bato ES	Fernando T. Seño - EPS
4. Lipata ES	Wennie O. Gaela - AO IV
5. Calasumanga NHS	Princess Mari Joy R. Dela Carzada - AO II (Panukulan)
6. Panukulan CS	Kaydee C. Prohibido - ADAS III (Accounting)
7. Libo ES	Hector C. Laurio - ADA VI (Supply)
8. Kinalagte ES	
9. Pandan ES	
10. Matangcap ES	
<b>GENERAL NAKAR DISTRICT II</b>	<b>March 20 - 24, 2023</b>
1. Umiray ES	Edward D. Garcia - OIC ASDS
2. Cynthia Village ES	Maria Dolores D. Atienza - AO V
3. Umiray PSHN Ext	Wennie O. Gaela - AO IV
4. Canaway ES	Fernando T. Seño - EPS
5. Masanga ES	Engr. Sharmaine Cortas - EFS
6. Loilo ES	Arren Joy M. Lopez - AO II (Real SO - Supply)
<b>GENERAL NAKAR DISTRICT I</b>	<b>March 20 - 24, 2023</b>
7. Tatawiran ES	Jade May Q. Paderagao - AO II (Gen. Nakar I)
8. Lumutan ES	Liwayway L. Moises - AO II ( Gen. Nakar I)
9. Makalya ES	Maryjoy S. Flora - AO II (Gen. Nakar I) Nenita M. Orejola - ADAS III (Accounting)

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10. Lagmak ES	
11. Angelo ES	
12. Malining ES	
<b>PATNANUNGAN DISTRICT (4)</b>	<b>March 14 - 17, 2023</b>
1. Busdak ES	Edward D. Garcia - OIC ASDS
2. Katakian ES	Maria Dolores D. Atienza - AO V
3. Kilogan ES	Fernando T. Seño - EPS
4. Busdak NHS	Wennie O. Gaela - AO IV
	Norlito M. Frias - AO II (Supply)
	Nenita M. Orejola - ADAS III (Accounting)
	Jenelyn J. Llaneta - AO II (Patnanungan)
	Irene R. Luces - AO II (Patnanungan)
<b>POLILLO DISTRICT (1)</b>	<b>March 21 - 22, 2023</b>
1. Balesin IS	Edward D. Garcia - OIC ASDS
	Maria Dolores D. Atienza - AO V
	Wennie O. Gaela - AO IV
	Arren Joy M. Lopez - AO II (Real SO - Supply)
	Nenita M. Orejola - ADAS III (Accounting)
<b>MAUBAN DISTRICT (4)</b>	<b>March 22 - 25, 2023</b>
1. Cagbalete I Annex ES	Edward D. Garcia - OIC ASDS
2. Cagbalete I ES	Maria Dolores D. Atienza - AO V
3. Cagbalete II ES (P.H. Dela Costa ES)	Walter F. Galarosa - EPS
4. CAGBALETE Is. NHS	Wennie O. Gaela - AO IV
	Engr. Daniel I. Hutamares Jr. - EFS
	Vince Angelo L. Dedace - AO II (Admin)
	Camilee C. Nombrefia - ADAS III (Accounting)

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Annex A

**INVENTORY COUNT FORM**

PPE Account Group: \_\_\_\_\_

Article/Item	Description	Old Property No. Assigned	New Property No. Assigned (to be filled up during validation)	Unit of Measure	Unit Value	Quantity per Property Card	Quantity per Physical Count	Location / Whereabouts	Condition	Remarks

Note: For PPE items without Property No., provide in the "Remarks" column other information such as Serial No./Model No./brief description that can be useful during the reconciliation process

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Inventory Committee Member

Chairman, Inventory Committee

Date: \_\_\_\_\_



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Annex B

**LIST OF PPEs FOUND AT STATION**

PPE Account Group: \_\_\_\_\_

Article/Item	Description	New Property No. Assigned	Person Accountable	Unit Cost/Value	Total Cost/Value	Remarks

Prepared by:

Reviewed by:

\_\_\_\_\_  
Property Personnel

\_\_\_\_\_  
Head, Property Unit

Date: \_\_\_\_\_



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Annex C

**LIST OF NON-EXISTING/MISSING PPEs**

PPE Account Group: \_\_\_\_\_

Article/Item	Description	Old Property No. Assigned	Person Accountable	Unit Cost/Value	Total Cost/Value	Remarks

Prepared by:

Reviewed by:

\_\_\_\_\_   
Property Personnel

\_\_\_\_\_   
Head, Property Unit

Date: \_\_\_\_\_