



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



DEPED QUEZON  
ICT UNIT

**U P L O A D E D**

Date/Time: April 11, 2024

By: Cristell 11:27 AM

Ref. No.: DM 310, s. 2024


April 11, 2024

**DIVISION MEMORANDUM**  
**DM No. 310, s. 2024**

**CONTINUATION OF PHYSICAL INVENTORY TAKING ACTIVITIES (PITA)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Public School District Supervisor  
Elementary and Secondary School Heads  
Administrative Officer II  
School Property Custodians  
All Others Concerned

1. In connection to Division Memorandum no. 207, s. 2023, the Division Inventory Committee will proceed with the physical inventory of property, plant, and equipment (PPE).
2. The following schools are hereby directed to prepare their Inventory documents for validation by the Division Inventory Committee and Technical Working Group.
3. Please see Enclosure for the assigned schedule and Inventory Committee Members and Technical Working Group.
4. Travel and other incidental expenses shall be charged to Division MOOE subject to usual accounting and auditing procedures.
5. Immediate dissemination and of strict compliance to this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESQ V**  
Schools Division Superintendent

Supgda04/11/2024

DEPEDQUEZON-TM-SDS-04-009-003



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(042) 784-0391, (042) 784-0321



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Enclosure A

**Schedule and Division Committee In-Charge**

DISTRICT/SCHOOLS	DATE	IN-CHARGE/TWG
<b>PANUKULAN</b>	<b>April 16, 2024</b>	Joepi F. Falqueza George D. Aguila ( <b>Team Leader</b> ) Edmundo R. Marin Jr. Engr. Gian Carlo Pardilla Arvin P. Repaso
Matangkap ES		
Pandan ES		
Kinaglate ES		
Libo ES		
Lipata ES		
	<b>April 17, 2024</b>	Engr. Sharmaine G. Cortas  Richard Vedano Ruel Driz Marry Ann T. Espiritu
Balungay ES		
Panukulan NHS		
Panukulan CS		
	<b>April 18, 2024</b>	Alaida A. Remoroza Vanessa S. Romantico Christian Dave A. Penamante Edmund Avellaneda
Bato ES		
Milawid ES		
Calasumanga ES		
Calasumanga NHS		
<b>MAUBAN SOUTH</b>	<b>April 16-17, 2024</b>	Maria Dolores D. Atienza ( <b>Team Leader</b> ) Engr. Ramir Arbolente Shiela E. Javen Engr. Daniel Hutamares Camille Villamater Cristell Mae Suante Mernalyn Enriquez Elenar B. Opena Cristyraissa L. Almariego Cristyraissa L. Almariego Ana Norwina Zarsadias
Cagbalete I ES		
Cagbalete I Annex		
Cagbalete II ES		
Cagbalete Is. NHS		

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