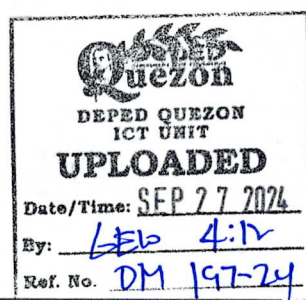




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 September 2024

OFFICE MEMORANDUM

OM No. 197, s. 2024

**CONDUCT OF PHYSICAL COUNT OF SEMI-EXPENDABLE ITEMS AND
PROPERTY, PLANT AND EQUIPMENT (PPE)**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
All Others Concerned

The Schools Division Office (SDO), through its Property and Supply Unit, informs all personnel that the physical count of Semi-Expendable Items and Property, Plant, and Equipment (PPE) will commence on **October 1, 2024** and continue thereafter.

To ensure a smooth and efficient inventory process, all items listed in the inventory reports must be on hand, readily available, and prepared for inspection. This will allow for an orderly documentation process, including property tagging and proper verification of accountable person.

Your usual cooperation on this matter is highly appreciated.

Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Supgda9/18/2024

DEPEDQUEZON-TM-SDS-04-010-005



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