



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY



Division Memorandum

No. 09 s.2025

March 18, 2025

VIRTUAL CONFERENCE ON THE CONDUCT OF ANNUAL PHYSICAL COUNT OF INVENTORIES OF PROPERTY, PLANT AND EQUIPMENT (PPE) TO ALL PUBLIC ELEMENTARY SCHOOLS, INTEGRATED SCHOOLS AND SECONDARY HIGH SCHOOLS (Non-IUs) IN THE DIVISION

To: Assistant Schools Division Superintendent
Division Administrative Officer V
School Principals/Heads of Schools, Elementary and Secondary (Non-IUs)
Division Property Officer
All School Administrative Officers II/Property Custodians
School Inventory Committee
All Others Concerned

1. Relative to the recurring audit findings by the Commission on Audit (COA) on the accuracy of balances and discrepancies in the Inventory and PPE accounts and in preparation for the year-end submission of Report on Physical Count of Inventory and PPE for FY 2024; this Office through the Division Inventory Committee will conduct a conference on PPE Inventory Taking to establish existence of PPE location that are verifiable as to existence, condition/functionality and accountability.
2. Agenda of the said meeting shall be the following:
 - 2.1 Provisions of COA Circular No. 2020-006
 - 2.2 Division Memorandum re: School Inventory Committee
 - 2.3 Submission of Report on the Physical Count of PPE
 - 2.4 Discussion on other inventory-related matters
3. Participants of this activity include the following:
 - District/School Property Custodians
 - Secondary School Supply Officers
 - Division Accountant
 - Division Supply Officer
4. All participants are expected to attend the online conference through MS Teams Platform on **March 21, 2025 at 9:00am using the MS Teams Link (to be sent out through the Group Chat/Messenger)**
5. Immediate and wide dissemination of this Memorandum is highly desired.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

