



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



DIVISION MEMORANDUM

No. 114 s. 2017

TO: ALL CONCERNED SDO PERSONNEL
ALL PUBLIC ELEMENTARY and SECONDARY HEADS
DESIGNATED SCHOOL PROPERTY CUSTODIANS
ALL OTHERS CONCERNED

FROM: CATHERINE P. TALAVERA, Ph.D.
OIC-Schools Division Superintendent

SUBJECT: PHYSICAL INVENTORY OF SCHOOL PROPERTIES & FACILITIES

DATE: May 2, 2017

Enclosed is the schedule of the Physical counting and checking of School Properties and Facilities starting May 16-19, May 22-26, May 29-30 and June 5, 2017 respectively which to be conducted by the Division Inventory Team.

In order to facilitate the checking, it is advised that all the necessary papers/documents be ready and proper labeling of properties should have been made (including land, school buildings, furniture & fixtures, books/LM's, technical & scientific equipment, ICT equipment, communication equipment, machinery equipment, other equipment). Indicate also whether they came from DepEd, grants, donations or foreign assisted projects. Last year's duly signed Inventory Report should be available for counter checking.

Signed printed form (hard copy) of School Inventory Reports shall be submitted to the SDO Supply and Property Unit not later than fifteen (15) working days after the conduct of physical counting.

All Physical Inventory Team Members will gather at the Division Office at exactly 8:00 a.m. for every scheduled date of inspection. The division service vehicle shall be used by the Inventory Team for the duration of physical checking and counting.

Immediate dissemination of and strict compliance with this memorandum are directed.

AS-SPO/ Physical Inventory of School Properties & Facilities
DM- 114/05-04-17



DIVISION INVENTORY TEAM

MARIFE R. LAGAR	-	Evaluation
NONILON Z. NADAL	-	Facilities
LAILANI T. OMLAS	-	Kitchen Supplies & Equipment
KENDRICK C. CABRIGA	-	ICT Equipment
GENEROSA F. ZUBIETA	-	LM/TG/CG/Textbooks
ERMELO A. ESCOBINAS	-	LM/TG/CG/Textbooks
AMPARO R. MASAJO	-	Validation of Supplies and Equipment
NATALIO A. PANGANIBAN JR.	-	Validation of Supplies and Equipment
FREDERICK BULANDOS	-	Validation of Supplies and Equipment
CLEOTILDE L. CABRIGA	-	Validation of PAO Against Actual Accomplishment
DIANAH G. TAN	-	Validation of PAO Against Actual Accomplishment
AGNES M. LUZADAS	-	Validation of PAO Against Actual Accomplishment
MA. JOBELLE M. MALIJAN	-	Validation of PAO Against Actual Accomplishment
BENJAMIN A. MILLARES	-	Validation of PAO Against Actual Accomplishment
JOY LIWAYWAY AGUILA	-	Validation of PAO Against Actual Accomplishment
RONNIE M. ROSALES	-	Support Staff

SCHEDULE OF PHYSICAL CHECKING

Day 1 (May 16, 2017)

- Bukal Elementary School
- Malao-a/Calantas Elementary School
- Potol Elementary School

Day 2 (May 17, 2017)

- Busal Elementary School

Day 3 (May 18, 2017)

- Lawigue Elementary School
- Lakawan Elementary School
- Alsam Elementary School
- Mate Elementary School
- Pandakake Elementary School

Day 4 (May 19, 2017)

- Masin Elementary School
- Ilasan Elementary School
- Katigan-Alupay Elementary School
- Valencia Elementary School

Day 5 (May 22, 2017)

- West Palale National High School
- West Palale Elementary School





SCHEDULE OF PHYSICAL CHECKING (cont.)

Day 6 (May 23, 2017)

- Rosario Quesada National High School
- Wakas Elementary School

Day 7 (May 24, 2017)

- Tayabas East Central School - I
- Tayabas East Central School - II

Day 8 (May 25, 2017)

- Tayabas East Central School - III
- Tayabas West Central School – II
- Lalo Elementary School
- Dapdap Elementary School

Day 9 (May 26, 2017)

- South Palale Elementary School
- North Palale Elementary School
- East Palale Elementary School

Day 10 (May 29, 2017)

- Tayabas West Central School - I
- Tayabas West Central School - III
- Tayabas West Central School – IV

Day 11 (May 30, 2017)

- Ipilan-Alitao Elementary School
- Luis Palad National High School
- Senior High School

Day 12 (June 5, 2017)

- Kalumpang Elementary School
- Domoit Elementary School
- Froilan E. Lopez Elementary School
- Gibanga Elementary School