



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Office of the Schools Division Superintendent**

04 July 2022

DIVISION MEMORANDUM  
NO. 278, s. 2022

**CONDUCT OF PHYSICAL INVENTORY TAKING ACTIVITIES**

To: **All Public Elementary and Secondary Schools**  
**All School Property Custodians**  
This Division

1. Pursuant to Section 1, General Guidelines of COA Circular No. 006, s. 2020, which states that *“Each government agency shall conduct physical count of all its PPE, whether acquired through purchase or donation, including those constructed by administration and found at station”*, the Schools Division Office of El Salvador City, through the Supply Unit shall conduct the Physical Inventory Taking Activities (PITA).
2. The conduct of Physical Inventory Taking Activities aims to verify all Property, Plant and Equipment (PPE) and Semi-expendable Items account balances owned and donated by the government as to existence, condition, and accountability.
3. To facilitate the inventory process, it is requested that all items reflected in the inventory reports must be on hand and ready for inspection, and the storerooms or other places where the items may be located should be cleaned and prepared so that an orderly and smooth checking could be made.
4. Further, in coordination with the Commission on Audit (COA) representative, the schedule on the conduct of PITA is hereby released. Please see attached file for the date of visit to schools listed.
5. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age,



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gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

6. Immediate and wide dissemination of this Memorandum is enjoined.

**OLGA C. ALONSABE, Ph.D., CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subject:  
OSDS/HLAS





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**SCHEDULE OF PHYSICAL INVENTORY TAKING ACTIVITIES**  
July 18, 2022 to July 28, 2022

DATE	SCHOOL	
	MORNING	AFTERNOON
July 18, 2022	SAN FRANCISCO DE ASIS ES	HINIGDAAN ES
	SAN FRANCISCO DE ASIS NHS	HINIGDAAN NHS
July 19, 2022	KALABAYLABAY IS	KIBONBON ES
July 20, 2022	COGON ES	BOLISONG ES
	COGON NHS	
July 21, 2022	EL SALVADOR CITY CS	EL SALVADOR CITY NHS
July 22, 2022	SINALOC ES	PEDRO SA BACULIO ES
	SINALOC NHS	
July 25, 2022	ULALIMAN ES	HIMAYA ES
		HIMAYA NHS
July 26, 2022	TAYTAY ES	SAMBULAWAN ES
	AMOROS ES	SAMBULAWAN NHS
July 27, 2022	MOLUGAN NHS	
July 28, 2022	MOLUGAN CS	

