



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

01 February 2023

DIVISION MEMORANDUM
NO. 057, s. 2023

CONDUCT OF PHYSICAL INVENTORY TAKING ACTIVITIES

To: **All Public Elementary and Secondary Schools**
All Administrative Officer II
All Assistant School Property Custodians
This Division

1. The Schools Division Office of El Salvador City, through the Supply Unit shall conduct the Physical Inventory Taking Activities (PITA) 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”*.
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, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.





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


VICTOR DE GRACIA, JR., Ph.D., CESO V
Assistant Regional Director, Concurrent Schools
Division Superintendent

To be indicated in the Perpetual Index
under the following subject:

INVENTORY SUPPLY

OSDS/HLAS





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SCHEDULE OF PHYSICAL INVENTORY TAKING ACTIVITIES
February 6, 2023 to February 17, 2023

DATE	SCHOOL	
	MORNING	AFTERNOON
February 6, 2023	SAN FRANCISCO DE ASIS ES	HINIGDAAN ES
	SAN FRANCISCO DE ASIS NHS	HINIGDAAN NHS
February 7, 2023	KALABAYLABAY IS	BOLISONG ES
	KIBONBON ES	
February 8, 2023	COGON ES	COGON NHS
February 9, 2023	EL SALVADOR CITY CS	EL SALVADOR CITY NHS
February 10, 2023	SINALOC ES	PEDRO SA BACULIO ES
	SINALOC NHS	
February 13, 2023	HIMAYA ES	ULALIMAN ES
	HIMAYA NHS	
February 14, 2023	AMOROS ES	SAMBULAWAN ES
		SAMBULAWAN NHS
February 15, 2023	MOLUGAN CS	-
February 16, 2023	MOLUGAN NHS	-
February 17, 2023	TAYTAY ES	-

