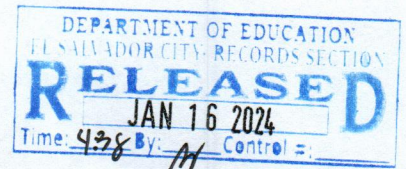




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



16 January 2024

DIVISION MEMORANDUM  
NO. 028, s. 2024

**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. This office hereby informs the Administrative Officer II in Elementary and Secondary Schools to submit the Report on the Physical Count of Inventories (RPCI) as of December 31, 2023, on or before January 19, 2024. The Assistant School Property Custodians are hereby directed to assist the AO II in the preparation of the said report. This shall be prepared in three (3) copies.

RPCI	This form shall be used to report on the physical count of inventory items by type such as Semi-Expendable Properties, Office Supplies, Medical, Dental and Laboratory Supplies and other inventory items, etc. (below P50,000.00) which are owned by the agency.
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4. 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





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be cleaned and prepared so that an orderly and smooth checking could be made.

5. 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.
6. 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.
7. Immediate and wide dissemination of this Memorandum is enjoined.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

OSDS/hlas



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SCHOOLS DIVISION OF EL SALVADOR CITY

**SCHEDULE OF PHYSICAL INVENTORY TAKING ACTIVITIES**

February 6, 2024 to February 21, 2024

DATE	SCHOOL	
	MORNING	AFTERNOON
February 6	SAN FRANCISCO DE ASIS ES	HINIGDAAN ES
	SAN FRANCISCO DE ASIS NHS	HINIGDAAN NHS
February 7	KALABAYLABAY IS	BOLISONG ES
		KIBONBON ES
February 8	COGON ES	COGON NHS
February 9	EL SALVADOR CITY NHS	SINALOC ES
		SINALOC NHS
February 13	PEDRO SA BACULIO ES	ULALIMAN ES
February 15	HIMAYA ES	TAYTAY ES
	HIMAYA NHS	
February 16	SAMBULAWAN ES	AMOROS ES
	SAMBULAWAN NHS	
February 20	MOLUGAN NHS	MOLUGAN CS
February 21	ECCS	-



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