



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

**Office of the Schools Division Superintendent**

November 19, 2024

DIVISION MEMORANDUM  
 No. 480, s. 2024

**To: Project Development Officer I/Custodian**  
**Administrative Officer II/Custodian**

**SCHEDULE FOR SCHOOL PHYSICAL INVENTORY 2024**

1. All Project Development Officer I & Administrative Officer II of Schools are hereby informed to the Schools Physical Inventory with the schedule below:

<b>NOVEMBER</b>	<b>AM</b>	<b>PM</b>
<b>18</b>	San Francisco De Asis ES & NHS	Hinigdaan ES & NHS
<b>19</b>	Bolisong ES	Cogon ES & NHS
<b>20</b>	Kibonbon ES, Sinaloc ES & NHS, Kalabaylabay IS	PSB ES & Taytay ES
<b>21</b>	Ulaliman ES & Himaya ES & NHS	Amoros ES & Sambulawan ES & NHS
<b>22</b>	Molugan CS	Molugan NHS
<b>25</b>	ECCS	ECNHS

2. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. 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.
3. For information, guidance, and strict compliance.

**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

*Encl.: As stated*  
*To be indicated in the Perpetual Index*  
*under the following subjects:*  
 PHYSICAL INVENTORY  
 SDS/jlod



Address: Zone 3, Poblacion, El Salvador City  
 Telephone No: (088) 855-0113  
 Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

*Transforming Schools,  
 Forging Partners*

