



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**DIVISION OF GENERAL TRIAS CITY**

02-01083  
22 February 2022

GTC-01A-SUP-DM.R3-2020

DIVISION MEMORANDUM  
NO. 144 s. 2022

17 February 2022

**CONDUCT OF PHYSICAL INVENTORY OF SCHOOLS' PROPERTY, PLANT AND EQUIPMENT**

TO : OIC – Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Heads, Public Elementary, Junior and Senior High School  
All Others Concerned

1. The Division Office, through the Division Inventory Committee, will conduct the physical inventory for Property, Plant and Equipment to the schools on the scheduled date. (Annex A)
2. To facilitate the inventory process, it is requested that all items reflected in the inventory reports (RPCPPE) must be on hand or found in station during the conduct of actual inventory taking; otherwise, these will be tagged as missing and demand letter will be issued.
3. The Administrative Officer II shall assist the Division Inventory Committee; otherwise, the designated property custodian shall assist. School ICT Coordinators shall also assist on the ICT-related Equipment especially on the status of the schools' DepEd Computerization Program (DCP).
4. Teachers are required to endorse ahead of time the issued PPE to the Administrative Officer II or designated property custodian before the schedule of inventory.
5. Attached hereto are the following:
  - a. Schedule of Inventory (Annex A)
  - b. Members of Division Inventory Committee (Annex B)
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

*[Signature]*  
**DORIS DJ. ESTALILLA, CESO VI**  
Schools Division Superintendent



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**Annex A. Schedule of Inventory**

<b>DATE OF INVENTORY</b>	<b>NAME OF SCHOOL</b>	<b>TIME OF INVENTORY</b>
March 7, 2022	BELVEDERE ELEMENTARY SCHOOL	9:00 AM to 11:00 AM
March 7, 2022	PASONG KAWAYAN II ELEMENTARY SCHOOL	1:00 PM to 3:00 PM
March 9, 2022	PASONG KAWAYAN II WEST ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
March 11, 2022	LUIS Y. FERRER JR. WEST NATIONAL HIGH SCHOOL	9:00 AM to 3:00 PM
March 14, 2022	MANGGAHAN ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
March 16, 2022	BUENAVISTA ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
March 18, 2022	GOV. FERRER MEMORIAL NATIONAL HIGH SCHOOL - BICLATAN ANNEX	9:00 AM to 3:00 PM
March 21, 2022	TAPIA ELEMENTARY SCHOOL	9:00 AM to 11:00 AM
March 21, 2022	LUIS FERRER III MEMORIAL ELEMENTARY SCHOOL	1:00 PM to 3:00 PM
March 23, 2022	JULIANO C. BROSAS ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
March 25, 2022	ANDRES A. NOCON NATIONAL HIGH SCHOOL	9:00 AM to 3:00 PM
March 28, 2022	BACAO ELEMENTARY SCHOOL	9:00 AM to 11:00 AM
March 28, 2022	GEN. ARTEMIO RICARTE MEMORIAL SCHOOL	1:00 PM to 3:00 PM
March 29, 2022	GEN. TRIAS MEMORIAL ELEMENTARY SCHOOL	9:00 AM to 11:00 AM
March 29, 2022	TEJERO ELEMENTARY SCHOOL	1:00 PM to 3:00 PM
April 1, 2022	LUIS Y. FERRER JR. SENIOR HIGH SCHOOL	9:00 AM to 3:00 PM
April 4, 2022	DIEGO MOJICA MEMORIAL SCHOOL	9:00 AM to 11:00 AM
April 4, 2022	CECILIO M. SALIBA ELEMENTARY SCHOOL	1:00 PM to 3:00 PM
April 18, 2022	MARY CRIS ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
April 20, 2022	LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL	9:00 AM to 3:00 PM
April 25, 2022	CARITAS BUKID KABATAAN ELEMENTARY SCHOOL	9:00 AM to 11:00 AM





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April 25, 2022	TROPICAL VILLAGE ELEMENTARY SCHOOL	1:00 PM to 3:00 PM
April 27, 2022	GOV. LUIS A. FERRER JR. EAST NATIONAL HIGH SCHOOL	9:00 AM to 3:00 PM
April 29, 2022	SUNNY BROOKE ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
May 02, 2022	SANTIAGO ELEMENTARY SCHOOL	9:00 AM to 11:00 AM
May 02, 2022	NAVARRA ELEMENTARY SCHOOL	1:00 PM to 3:00 PM
May 04, 2022	SAN FRANCISCO ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
May 06, 2022	PARKLANE ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
May 09, 2022	ANGEL L. BAWALAN ELEMENTARY SCHOOL	9:00 AM to 11:00 AM
May 09, 2022	PANUNGYANAN ELEMENTARY SCHOOL	1:00 PM to 3:00 PM
May 11, 2022	JAVALERA ELEMENTARY SCHOOL	9:00 AM to 11:00 AM
May 11, 2022	IPILAN BARRIOSCHOOL	1:00 PM to 3:00 PM
May 13, 2022	GEN. GREGORIO S. ALONA SR. MEMORIAL ELEMENTARY SCHOOL	9:00 AM to 3:00 PM
May 16, 2022	DIVISION OFFICE - CID	9:00 AM to 11:00 AM
May 16, 2022	DIVISION OFFICE - SGOD	1:00 PM to 3:00 PM
May 18, 2022	DIVISION OFFICE - LEGAL AND ASDS	9:00 AM to 10:00 AM
May 18, 2022	DIVISION OFFICE - ADMIN AND CASH	10:00 AM to 11:00 AM
May 18, 2022	DIVISION OFFICE - HR	1:00 PM to 2:00 PM
May 18, 2022	DIVISION OFFICE - RECORDS	2:00 PM to 3:00 PM
May 20, 2022	DIVISION OFFICE - SDS AND ICT	9:00 AM to 10:00 AM
May 20, 2022	DIVISION OFFICE - FINANCE	10:00 AM to 11:00 AM
May 20, 2022	DIVISION OFFICE - PROPERTY AND SUPPLY	1:00 PM to 2:00 PM





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**Annex B. Members of Division Inventory Committee**

Chairman:

Doris DJ. Estalilla

Vice-chairperson:

Lualhati O. Cadavedo

Members:

Heizel C. Almanon

Property and Supply representative:

Christine Ann B. Cordero

Accounting representative:

Mark Joshua B. Animas

IT representative:

Faustino Sison Jr.

Education Facilities representative:

Cipriano Dinglasan Jr.

SGOD representative:

Paulina Crescini

CID representative:

Rodan O. Contemprato

OSDS representative:

Vera Nina Mendoza

Secretariat:

Jashen Martinez

Pauline Vianca F. Cardines



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