



2407-546

Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUMNo. 205 s. 2024

**SEMI-ANNUAL PHYSICAL INVENTORY TAKING OF PROPERTY PLANT AND
 EQUIPMENT AND SEMI-EXPENDABLE PROPERTIES TO SDO ELEMENTARY AND
 SECONDARY SCHOOLS OF SDO VIGAN CITY - CY 2024**

TO: School Heads (Public Elementary & Secondary Schools)
 All SDO Personnel
 SDO Inventory Committee

1. In compliance to Section 38 and 42 of Government Accounting Manual (GAM) and to ascertain recording of all assets of the Schools Division of Vigan City, please be advised that the SDO Inventory Committee will conduct the Semi-Annual Physical Inventory Taking of Property, Plant and Equipment (PPE) and Semi-Expendable Properties of SDO, all public elementary and secondary schools of Vigan City from July 11-26, 2023.

Please see below schedule for your reference.

INVENTORY TEAM	SCHOOL	DATE
Christopher Michael T. Gasmen – Team Leader Members: ➤ Eric L. Tapat ➤ Jonas Cu ➤ ADAS III – Accounting Unit ➤ Allan Q. Barrientos ➤ AO – II Assigned to Schools	SDO	July 11, 2024 (8:00AM – 05:00 PM)
	Ilocos Sur National High School – SHS	July 12, 2024 (08:00 AM – 05:00 PM)
	Mindoro Elementary School	July 15, 2024 (8:00AM – 12:00 Noon)
	Governor Evaristo Singson II Memorial School	July 15, 2024 (1:00 PM – 5:00 PM)
	Salindeg, Baracca, Pung-ol Elementary School	July 16, 2024 (8:00AM – 12:00 Noon)
	Tamag Elementary School	July 16, 2024 (1:00 PM – 5:00 PM)
	Vigan Central School	July 17, 2024 (8:00 AM – 12:00 Noon)
	Ayusan-Paoa Elementary School	July 17, 2024 (1:00 PM – 5:00 PM)



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
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	Burgos Memorial School East	July 18, 2024 (8:00 AM – 12:00 Noon)
	Bulala Paratong Elementary School	July 18, 2024 (1:00 PM – 5:00 PM)
	Vigan West National High School	July 19, 2024 (8:00AM – 12:00 Noon)
	Camangaan Elementary School	July 19, 2024 (1:00 PM – 5:00 PM)
Atty. Kim R. Tagorda – Team Leader Members: <ul style="list-style-type: none"> ➤ Eric L. Tapat ➤ Maria Bernadette R. Sarmiento ➤ Allan Q. Barrientos ➤ ADAS III – Accounting Unit ➤ AO – II Assigned to Schools 	Pantay Integrated School	July 22, 2024 (8:00AM – 12:00 Noon)
	Jose Singson Elementary School	July 22, 2024 (1:00 PM – 5:00 PM)
	Burgos Memorial School West	July 23, 2024 (8:00AM – 12:00 Noon)
	Capangpangan Elementary School	July 23, 2024 (1:00 PM – 5:00 PM)
	San Julian Elementary School	July 24, 2024 (8:00AM – 12:00 Noon)
	Nagsangalan Elementary School	July 24, 2024 (1:00 PM – 5:00 PM)
	Vigan National High School East	July 25, 2024 (8:00AM – 12:00 Noon)
	Raois Elementary School	July 25, 2024 (1:00 PM – 5:00 PM)
	Rugsuanan-Puroc Elementary School	July 26, 2024 (8:00AM – 12:00 Noon)
	Cabaroan-Cabalangegan Elementary School	July 26, 2024 (1:00 PM – 5:00 PM)

2. Relative to this, School Property Custodians of elementary and secondary schools shall submit the following reports to the Division Inventory Committee secretariats not later than July 10, 2024 for consolidation:

- a. Report on the physical Count of Inventories (RPCI) as of June 30, 2024 (3 sets/school)
- b. Report on the physical Count of Property Plant and Equipment (RPCPPE) as of June 30, 2024 (3 sets/school)



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- c. List of PPEs, and Issued & Unissued Semi-Expendable Properties per location/Office as of June 30, 2024 (6 sets/school)
 - d. List of PPEs for Disposal as of June 30, 2024 (3 sets/school)
3. Moreover, School Heads and School Property Custodians are requested to report to their schools during the scheduled inventory taking to assist the Inventory Committee.
4. This memorandum serves as the locator slip of the SDO Vigan City Inventory Committee.
5. For your information and guidance.

VILMA D. EDA, CESO V
Schools Division Superintendent



cc: Property Unit
Audit Team



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