Division Memorandum
No. 492, s. 2016

To: Elementary and Secondary School Heads
    And Other Concerned Personnel

From: DEE D. SILVA, DPA, CESO VI
    City Schools Division Superintendent

Subject: Conduct of Physical Count of Inventories, Property, Plant, and Equipment

Date: September 6, 2016

In view of the reconciliation and validation of the Consolidated Inventory Reports On Physical Count of Inventories (RPCI), and Property, Plant, and Equipment (PPE) submitted to this Office, and further address the solutions to the problems on shortages and excesses of properties particularly Textbooks / Teacher’s Manuals, Instructional Materials - Learner’s Guides / Teacher’s Guides and School Furnitures, the Division BAC Sub –Committee On Inventory, Appraisal, and Disposal will conduct an Ocular Physical Count of Inventories and PPE in all Offices / Schools within the Division, beginning September 12, 2016 to November 30, 2016.

Please be guided accordingly.