



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**October 15, 2025**

No. 072 s. 2025

**CONDUCT OF YEAR-END PHYSICAL COUNT OF SEMI-EXPENDABLE ITEMS AND  
PROPERTY, PLANT, AND EQUIPMENTS**

To: *SGOD Chief*  
*Administrative Officer V*  
*Accountant III*  
*Supply/Asset Mgt. Unit Head – Designate*  
*All Members of Division Inventory Committee*  
*All School Based AO II and ADAS III*  
*Rotsen Gayud – ADAS III*  
*Precious Cariquitan – ADAS III*

1. For the information and guidance of all concerned, the conduct of Annual Physical Count of DepEd Assets covering all the Semi-expendable Properties and Property, Plant, and Equipment (PPE's) shall be undertaken by the **Inventory Team** as stipulated in **Division Memorandum No. 019 s. 2025**, within the month of November 2025.
2. To ensure a smooth and orderly inventory process, all items listed in the inventory reports must be readily available for inspection. Likewise, storerooms and other storage spaces should be kept clean and accessible to facilitate accurate verification and counting.
3. All schools are required to properly document and report condemned or unserviceable properties. COA personnel will validate the existence and actual condition of the reported items prior to the conduct of subsequent actions. The deletion of such items from the accounting records is necessary to maintain the accuracy of the Property, Plant, and Equipment (PPE) Inventory. Careful assessment must be observed in identifying assets for condemnation.
4. Attached herewith are the travel itinerary and report submission schedule. The Inventory Team will depart from the Division Office at 9:00 AM and proceed to the first designated school, according to the given schedule. DepEd vehicles will be utilized for this purpose.
5. Travel and other incidental expenses incurred shall be charged to local funds, if applicable.
6. For information and guidance.

*For and in the absence of the Schools Division Superintendent*  
**MELANIE P. ESTACIO, PHD., CESO VI**

**DepEd Schools Division Office - Digos City**  
**RECORDS SECTION**  
**MARIAGENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
**RELEASED**  
DATE: OCT 16 2025 TIME: 1:13 PM  
BY: [Signature]

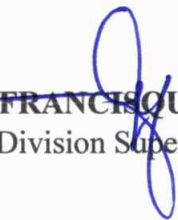
ITINERARY OF TRAVEL

| Date              | Schools                                                                                                                                                                                | Submission of Reports |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| November 04, 2025 | Ruparan Elementary School<br>Ruparan NHS<br>Ruparan Senior High School<br>Dulangan Elementary School<br>Federico Alferez Elementary School                                             | November 07, 2025     |
| November 05, 2025 | Mahayahay Elementary School<br>Pedro Basalan Elementary School<br>Jolencio R. Alberca Elementary Sch<br>Ranao ES                                                                       | November 10, 2025     |
| November 06, 2025 | Aplaya Elementary School<br>Badiang Elementary School<br>Cogon Elementary School<br>Dawis Elementary School<br>Dawis NHS                                                               | November 11, 2025     |
| November 07, 2025 | Pedro S. Garcia Elementary School<br>Isaac Abalayan Elementary School<br>Kibanban Elementary School<br>SDO                                                                             | November 12, 2025     |
| November 11, 2025 | Arcaflor Maniapao Elementary School<br>Colorado Elementary School<br>Domingo Abawag ES<br>Lungag ES<br>SDO                                                                             | November 14, 2025     |
| November 12, 2025 | Remedios N. Saplala Elementary School<br>Casildo B. Nonol, Sr. Elementary Sch.<br>Igpit Elementary School<br>Igpit NHS<br>San Miguel Elementary School<br>Bagumbuhay Elementary School | November 17, 2025     |
| November 13, 2025 | Apolandia Elementary School<br>Binaton Elementary School<br>G. Reusora CElementary School<br>Marawer Elementary School<br>SDO                                                          | November 18, 2025     |
| November 14, 2025 | Matti Elementary School<br>Matti NHS<br>Matti SHS<br>Necencio A. Isidro Elementary School<br>Rizal CElementary School<br>Soong Elementary School<br>Soong NHS                          | November 19, 2025     |
| November 18, 2025 | Kapatagan NHS<br>Kapatagan SHS<br>Goma NHS<br>Goma SHS                                                                                                                                 | November 21, 2025     |
| November 19, 2025 | SHS in Digos City<br>Balabag ES                                                                                                                                                        | November 24, 2025     |

|                   |                                       |                   |
|-------------------|---------------------------------------|-------------------|
|                   | Balabag ES<br>Balabag NHS<br>Damas ES |                   |
| November 25, 2025 | Don Mariano ES                        | November 28, 2025 |
| November 26, 2025 | DCCES                                 | November 28, 2025 |
| November 27, 2025 | RMCES                                 | November 28, 2025 |
|                   |                                       |                   |

Approved by:

For and in the absence of the  
Schools Division Superintendent  
**MELANIE P. ESTACTIO, PHD., CESO VI**

  
**GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**

**MARCH 10, 2025**

No. 019 s. 2025

**RECONSTITUTION OF DIVISION INVENTORY COMMITTEE  
AND DIVISION DISPOSAL COMMITTEE**

To: **Assistant Schools Division Superintendent  
Chiefs, SGOD/CID**

**Unit Heads**

**Public Elementary and Secondary Non-IU School Heads  
All others concerned**

1. In compliance to the pertinent government rules and regulations, this office hereby informs all concerned personnel on the recreation of the Division Inventory Committee and Division Disposal Committee with the composition and roles specified hereunder.

**DIVISION INVENTORY COMMITTEE  
and DIVISION DISPOSAL COMMITTEE**

|           |                          |                               |
|-----------|--------------------------|-------------------------------|
| Chairman: | Sollie Oliver Bernandino | - SGOD Chief                  |
| Members:  | Francis Jude Alcomendras | - Head of Administrative Unit |
|           | Ma. Florinel Gallardo    | - Accountant III              |
|           | Heidi B. Escalona        | - AMU Head – Designate        |

**Members/In-charge:**

|                                        |                      |
|----------------------------------------|----------------------|
| Motor Vehicles and Parts -             | Engr. Jerick Vergara |
| Books and Learning Materials -         | Leilany Senirez      |
| ICT – related Equipments -             | Stephen Pascual      |
| Building and Other Structures -        | Engr. Jerick Vergara |
| Semi-Expendable Items                  | Rotsen N. Gayud      |
| Property, Plant and Equipment –        | Heidi B. Escalona    |
| Medical, Dental and Laboratory Equipt. | Jasmine Asarak       |
| CID Representative -                   | Tiffany Albino       |
| SGOD Representative –                  | Marieflor Ybanez     |
| OSDS Representative –                  | Marcelino Ranollo    |
| Budget and Finance Representative -    | Jayson Gabana        |



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
| (082)553-8375



Secretariat:

Ethel Calva, ADAS III  
Rotsen Gayud  
Guy Maraasin

Roles and functions: (On Inventory of Assets)

- Verify the existence of Semi-expendable items and Property, Plant and equipment, its location, count and unit of measurement.
- Identify the accountable person over the properties and equipments.
- Determine the condition and functionality of the properties and equipments.
- Prepare and submit the final inventory report/s together with the findings and recommendations to the Schools Division Superintendent.
- Perform other inventory-related duties as may be required.

Frequency of Inventory-taking activity: Annually

Frequency of Disposal Activity: Semi-Annually

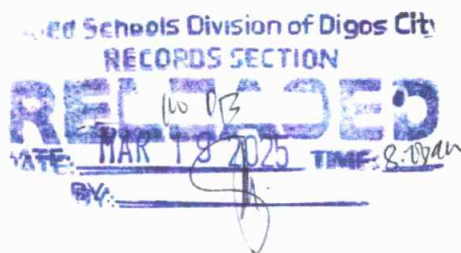
Roles and Functions: (Disposal Activity)

- Require the submission by the concerned offices/sections/schools of requests/reports of the assets to be disposed of, and all necessary documents pertaining thereto.
- Deliberate the requests for disposal of unserviceable properties/materials.
- Inspect the unserviceable properties/materials/equipment to be disposed of and verify the justification for disposal.
- Set the final appraise value of all the disposable properties based on existing government provisions related thereto.
- Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.

The members of the Division Inventory and Disposal Committee shall hold their positions for a period of two (2) fiscal years, subject to rules on removal.

For information and guidance.

  
MELANIE P. ESTACIO, PHD., CESO VI  
Schools Division Superintendent



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