



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

SDO ALAMINOS
RELEASED
2023-11-08
RECORDS UNIT

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-561

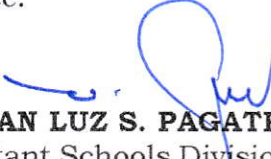
TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
Education Program Supervisors, SEPS, Division Personnel
School Heads of Public Elementary and Secondary Schools
All Others Concerned

SUBJECT : **CONDUCT OF PHYSICAL INVENTORY COUNT OF PROPERTY,
PLANT AND EQUIPMENT (PPE) OF THE LOCAL GOVERNMENT
UNIT (LGU) OF ALAMINOS CITY IN THE SCHOOLS DIVISION
OFFICE**

FROM : Schools Division Superintendent

DATE : November 08, 2023

1. Please be informed that the LGU of Alaminos City Inventory Committee and its COA representative will conduct a physical inventory count of all property, plant, and equipment issued to Schools and Division Office of Alaminos City on November 15-17, 2023.
2. It is requested that division staff, school heads, and all other concerned teaching and non-teaching personnel to prepare and present the PPEs during the physical count activity.
3. A detailed schedule for the physical count undertakings will be released following the LGU Inventory Committee's finalization.
4. For information, guidance, and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

With hundred reasons to serve!



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