



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

**TO : Public Schools District Supervisors
Public Elementary and Secondary School Heads
Accountant III, Engineer III and A.O. IV (Supply)
AO II of the Districts and/or District Property Custodians
All Others Concerned**

FROM : JOSE L. DONCILLO, CESO V
Schools Division Superintendent

**SUBJECT : Conduct of Physical Count of Property, Plant, and
Equipment (PPEs)**

DATE : May 26, 2022

1. This office announces the Division Coordination Meeting in preparation for the subject activity. Said meeting will be held on June 1, 2022, 10:00 AM, at the Bulwagan ng Karunungan, Schools Division of Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City.
2. The coordination meeting will provide the specific objectives, directions, timelines, and discuss other issues and concerns on the conduct of the physical count of PPEs with the end-in-view of reconciling and updating the records of the Division up to the School level.
3. Participants in this meeting are the Accountant III, Engineer III, A.O. IV (Supply), AO II of the Districts and/or District Property Custodians. Participants shall strictly observe the minimum public health standards and protocols, e.g., social distancing and wearing of face mask, among others.
4. Travel and other incidental expenses relative thereto shall be charged against Local Funds/MOOE subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and strict compliance.



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