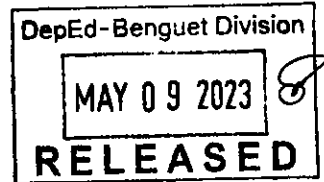




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

May 8, 2023



DIVISION MEMORANDUM
No. 150 s. 2023

**ORIENTATION OF ADMINISTRATIVE OFFICERS II TO ASSIST IN THE
CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT,
SEMI-EXPANDABLE PROPERTIES, NATIONAL SCHOOL BUILDING INVENTORY
AND OTHER ASSET MANAGEMENT MATTERS**

To : Public Schools District Supervisors
School Heads
Administrative Officers II

1. With the issuance of the Audit Observation Memorandum (AOM) 2023-09 that the inventory taking was not completed and the recorded Property, Plant and Equipment (PPE) is unreliable, the management during the exit conference with the Commission on Audit agreed that the Administrative Officers II will be the ones to temporarily assist in conducting a physical count of inventories in the schools.
2. To complete the inventories (Property Plant and Equipment, Semi Expandable Properties and National School Building) an orientation to all Administrative Officers II will be conducted on May 12, 2023. The venue will be announced later.
3. Participants are requested to bring with them their school inventories for the current school year.
4. Immediate and wide dissemination of this memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

AMU/fcb



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

