

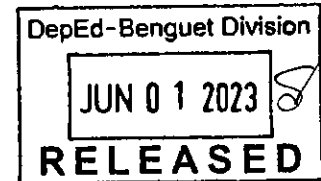


Republic of the Philippines
Department of Education
Schools Division of Benguet

May 19, 2023

DIVISION MEMORANDUM

No. 171, 62023



TO : All Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officers II (non-IU)
School Bookkeepers

SUBJECT: CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT AND SEMI-EXPENDABLE PROPERTIES IN SCHOOLS

1. In answer to the Audit Observation Memorandum 2023, it was agreed with the management that the Administrative Officers II assigned in the schools will temporarily be relieved of all their regular duties to conduct a physical count of property, plant and equipment and semi-expandable properties in the schools.
2. Expenses incurred while on official travel shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.
3. A Compensatory Overtime Credit (COC) shall be granted to those who will work on Saturdays or Holidays. Further, this memorandum shall serve as your designation as temporary member of the Inventory Committee.
4. Attached is the schedule of each district to conduct their physical count (Enclosure 1).
5. Immediate dissemination of this memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

AMU/fcb