



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 22, 2025

DIVISION MEMORANDUM

OSDS-2025- 419

To: **Marlyn E. Esmade**, EPS I
Lourence N. Reyes, ITO I
Jonathan D. Reluya, PDO II
Cynthia O. Dalman, AO IV
Johann Andrei A. Ladera, EPS
Glen C. Mohametano, Dentist II
Peter A. Alavanza, Librarian II
Ricky B. Pino, ADAS III
Anthony Kestrel L. Medija, ADA VI

SUBMISSION OF COMPLETED INVENTORY COUNT FORM TO THE SUPPLY OFFICE

1. Pursuant to the conduct of the Physical Inventory of Property, Plant, and Equipment (PPE) on September 12, 2025 at the Schools Division Office (per Division Memorandum OSDS-2025-591), you are hereby directed to submit the duly accomplished Inventory Count Form to the Supply Office on September 23, 2025 for consolidation and appropriate recording.
2. The timely submission of the required form is vital to ensure compliance with COA Circular No. 2020-006, issued for the purpose of the One-Time Cleansing of PPE Account Balances of Government Agencies.
3. Your cooperation and prompt action in this matter are earnestly sought to help maintain the accuracy and integrity of our inventory and financial records.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent



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Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 10, 2025

DIVISION MEMORANDUM

OSDS-2025- 591

To: **Marlyn E. Esmade**, EPS I
Lourence N. Reyes, ITO I
Jonathan D. Reluya, PDO II
Cynthia O. Dalman, AO IV
Johann Andrei A. Ladera, EPS
Glen C. Mohametano, Dentist II
Peter A. Alavanza, Librarian II
Ricky B. Pino, ADAS III
Anthony Kestrel L. Medija, ADA VI

1. In our desire to comply with COA Circular No. 2020-006, you are hereby directed to conduct the Annual Physical Count of Property, Plant, and Equipment (PPE) in the Schools Division Office on Friday, September 12, 2025 and submit the Inventory Count Form (ICF) to the Supply Office immediately after the inventory.

Name	Tasks	Office Assignment
Marlyn E. Esmade	PPE Checker/Counter	CID
Peter A. Alavanza	Tagger	
Glen C. Mohametano	PPE Checker/Counter	SGOD
Johann Andrei A. Ladera	Tagger	
Cynthia O. Dalman	PPE Checker/Counter	Administrative Section
Lourence N. Reyes	Tagger	
Ricky B. Pino	PPE Checker/Counter	Finance Section
Jonathan D. Reluya	Tagger	
Anthony Kestrel L. Medija	PPE Checker/Counter	SDS and ASDS Offices
Lourence N. Reyes	Tagger	
Geordito T. Olario	Validator	OSDS
Jerry M. Perong	Validator	CID and SGOD

2. The Supply Officer shall provide the Inventory Working Paper to the concerned PPE Checkers/Counters while ITO Reyes will provide the stickers to the Taggers.

3. For strict compliance.

JAY S. MONTEALTO, CESO VI
 Schools Division Superintendent

