



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

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February 28, 2024

**DIVISION MEMORANDUM**

No. 077, s. 2023

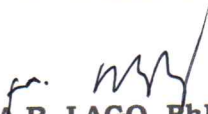
**ADDENDUM TO D.M. # 217 SERIES OF 2023 RE: PHYSICAL INVENTORY PLAN  
(PIP) FOR PROPERTY, PLANT AND EQUIPMENT (PPE)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors / District Supervisor  
Public Elementary and Secondary School Heads / Property Custodians  
Section Heads  
Concerned Personnel  
This Division

1. Amending Paragraph 1 and Item IV of Division Memorandum No. 217 series of 2023.

“ In view of COA Circular NO. 06, s. 2020, Guidelines and Procedures in the conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items found at Station, and Disposition for Non-Existing/Missing PPE Items for the One-Time Cleansing of PPE Account Balances of Government Agencies, this office hereby transmits the Physical Inventory Plan (PIP) Property, Plant, and Equipment (PPEs) for the conduct of a Physical Inventory taking within the Department from May 9, 2023 to October 5, and additional schedule on March 6,7,8, 13, 14, 15, 2024 for the Division Office.

2. All provisions of the above-mentioned Memorandum shall remain in force.
3. Immediate dissemination of this Memorandum is desired.

  
**NIMFA R. LAGO, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent



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**ASENSO OZAMIZ!**