



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

June 13, 2023

DIVISION MEMORANDUM
No. 0295 s. 2023

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Chiefs, CID/SGOD
Public Schools District Supervisors/Acting PSDS
Secondary and Elementary School Principals/ School Heads
District Administrative Officer II
Secondary Administrative Officer II
Secondary School Property Custodian
District Property Custodian

**SCHOOL YEAR 2022-2023 PRE-PHYSICAL INVENTORY ORIENTATION AND CROSS
CHECKING OF SCHOOL PPE AND SEMI-EXPENDABLE EQUIPMENT**

- 1) This Office announces the schedule of S.Y. 2022-2023 Pre-Physical Inventory Orientation and Cross Checking of Inventory Forms of Property, Plant and Equipment for Elementary and Secondary Schools in preparation for Annual Physical Checking and Inventory of school properties as follows:

ESA 1 – August 1 – 4, 2023
ESA 2 – August 8 – 11, 2023
ESA 3 – August 15 – 18, 2023

- 2) Two days of the above schedule will be allocated for the Orientation on the Pre-Physical Inventory in preparation for the One-Time Cleansing of PPE Account Balances.
- 3) Due to limited space in the venue, please take note of the following activity:
Day 1 – District Property Custodian and District Administrative Officer II
Day 2 – Secondary School Property Custodian and School Administrative Officer II
Day 3 and 4 – Cross-Checking
- 4) The venue for Cross-Checking and Orientation will be at Old DepEd Division Office, CPG Complex, Tagbilaran City.
- 5) It is understood that the classes of School Property Custodians will be handled by other teachers on their respective schedule only.



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- 6) District/Secondary School Property Custodians shall bring along with them the Property Acknowledgement Receipts, Inventory Custodian Receipts (for all property/equipment delivered to schools from DepEd Central, Regional & Division Offices including the purchases from the Provincial and Municipal School Board Funds), latest Report on Physical Count of Property, Plant and Equipment (PCPPE both hardcopy and softcopy) report and other pertinent documents relevant to the delivery of materials and equipment.
- 7) Travel expenses shall be chargeable against the local/School MOOE Funds subject to accounting and auditing rules and regulations.
- 8) Immediate dissemination and compliance of this memorandum to all concerned is directed.


EVANGEL M. LUMINARIAS, PhD., CESO V
Schools Division Superintendent



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Behold...
BOHOL