



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

December 15, 2025

**DIVISION MEMORANDUM**

No. 636, s. 2024

**PHYSICAL INVENTORY PLAN (PIP) FOR THE CONDUCT OF THE INVENTORY TAKING OF SEMI-EXPENDABLE EQUIPMENT AND PROPERTY, PLANT AND EQUIPMENT (PPE) IN THE DIVISION OFFICE AND SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors (CID and SGOD)  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Division Inventory Committee  
School Inventory Committee  
All Others Concerned

1. Pursuant to COA Circular No. 006, 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 Account Balances of Government Agencies", this Office announces the conduct of Inventory Taking in the Division Office and Schools from December 17, 2025 to March 31, 2026 for Semi Expendable Equipment and Property, Plant and Equipment (PPE). Monitoring and validation of reports will be on April 1 to 31, 2026.

2. All concerned personnel shall prepare the necessary supporting documents relative to the implementation of this Physical Inventory Plan and submit the same on the dates specified.

Team A		Team B	
Leader	Gennerson T. Nabual	Leader	Dixel Idol Ortega
Documenter	Sarah Kay S. Baloca	Documenter	Administrative Officer II
Checker	Alvin Drilon	Checker	Carren Meryl A. Cabadsan
Counter	Glenda Leopardas	Counter	Adelito D. Ostulano
Validator	Grace S. Pagunsan	Validator	Atty. Rhea P. Aguado

Team C		Team D	
Leader	Engr. Jordan De Veyra	Leader	Engr. Lyrian Montances
Documenter	Administrative Officer II	Documenter	Administrative Officer II
Checker	Gary H. Ballon	Checker	Eric Doroja
Counter	Maria Angela B. Antonio	Counter	Beverly C. Longcop
Validator	Suzette P. Candaza	Validator	Sunshine Marjorie E. Ventures

Team E	
Leader	Therence James Prudenciado
Documenter	Administrative Officer II
Checker	Abbygail P. Dionisio
Counter	Ma. Lenie C. Anquilan
Validator	Sheryll Ann Marie G. Lacaba

3. Personnel are entitled to Compensatory Overtime Credit or overtime pay, as applicable, for activities performed on Saturdays, Sundays, and holidays per Item 4.8, CSC-DBM JC No. 2, s. 2015. This memorandum shall serve as a Travel Authority.

4. Wide and immediate dissemination of and compliance with this Memorandum are desired.



MARGARITO A. CADAONA PhD, CESO VI  
Schools Division Superintendent



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