



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 23, 2026

OFFICE MEMORANDUM
No. 005 s. 2026

CONDUCT OF PHYSICAL COUNT OF REPORT ON PROPERTY PLANT AND EQUIPMENT (RPCPPE), AND INVENTORY/INSPECTION OF SERVICEABLE AND UNSERVICEABLE SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTY

To: Office of the Schools Division Superintendent
Office of the Assistant Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Finance Section
Unit Heads
Division Personnel (Non-teaching and Teaching Related)

Pursuant to COA Circular No. 2020-006 dated January 31, 2020, mandates the procedure of annual physical count of inventory for national agencies emphasizing the importance of verifying the existence, condition, accountability of Property Plant and Equipment (PPE).

In this regard, all division personnel are requested to:

1. Assist in locating and identifying items assigned to them or within their areas of responsibility during physical count of inventory on **January 29-30, 2026**.
2. Make available all equipment, furniture, and other property for inspection.
3. Ensure that no property is transferred or disposed of during the count without proper documentation.
4. Coordinate with the Inventory Committee for any concerns or clarifications.

INVENTORY COMMITTEE MEMBERS	DESIGNATION
Romeo D. Mijares	Division Supply Officer
Maria Gloria F. Logarta	AO II
Roda Potal	ADAS III
Andre Galias	ADAS III
Saif Fialde	ADAS III
Lorena C. Escalante	ADA I



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Deah Gamao	Division Accountant III
Queenie Rose Rapsing	Office Staff
Zyra D. Ultra	Division Engineer
Dick Q. Perez II	Office Staff

Members shall give equal attention to their designations aside from their regular duties and functions until the same is completed.

Your full cooperation is essential to ensure a smooth and accurate inventory process.

Please be guided accordingly.

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent *jl*

JepEd Northern Samar
RELEASED
By: _____
Date: 28 JAN 2026