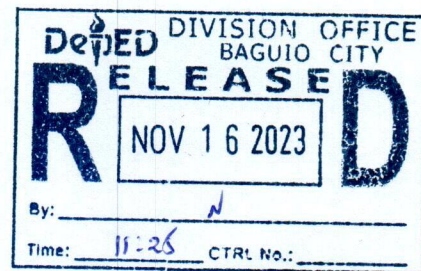




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 16, 2023

**DIVISION MEMORANDUM**  
 No. **467-2023**

**SCHEDULE OF THE CONDUCT OF ANNUAL PHYSICAL INVENTORIES OF  
 PROPERTY, PLANT AND EQUIPMENT TO THE NON IMPLEMENTING  
 UNITS (PUBLIC ELEMENTARY SCHOOLS AND SECONDARY SCHOOLS)**

To: All SDO Personnel  
 Public School Heads  
 Administrative Officer II  
 Supply/Property Custodian  
 Others Concerned

1. In compliance with section 5.1 of the Commission on Audit (COA) Circular No. 2020-006, this Office will conduct the annual physical count of its Property Plant and Equipment, whether acquired through purchase or donation.
2. It is requested that all items reflected in the inventory reports must be on hand and ready for inspection, storerooms and other places where stocks may be located should be cleaned and well prepared for an orderly and smooth checking.
3. The School Property Custodians/School Administrative Officers are expected to prepare Inventory Report on Physical Count of Property Plant and Equipment (RPCPPE) and Inventory Report on Physical Count of Semi-Expendable Property (RPCSP).
4. The schedule on the conduct of Physical Count of Inventories are as follows:

NO.	DISTRICT/SCHOOL	REMARKS Person In Charge and Scheduled dates
<b>DISTRICT 1</b>		
1	Baguio Country Club Village ES	TEAM1 November 21-December 1



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**SCHOOLS DIVISION OF BAGUIO CITY**

<b>NO.</b>	<b>DISTRICT/SCHOOL</b>	<b>REMARKS</b> <b>Person In Charge and Scheduled dates</b>
2	Gibraltar ES	TEAM1 November 21-December 1
3	Lindawan ES	TEAM1 November 21-December 1
4	Manuel L. Quezon ES	TEAM1 November 21-December 1
5	Rizal ES-Main	TEAM1 November 21-December 1
6	Rizal ES Extension - Liteng	TEAM1 November 21-December 1
7	Lindawan NHS	TEAM1 November 21-December 1
8	Rizal NHS	TEAM1 November 21-December 1
<b>DISTRICT 2</b>		
1	Fort del Pilar ES	TEAM1 November 21-December 1
2	Happy Hollow ES	TEAM1 November 21-December 1
3	Kias ES	TEAM1 November 21-December 1
4	Springhills ES	TEAM1 November 21-December 1
5	Fort del Pilar NHS	TEAM1 November 21-December 1
6	Happy Hollow NHS	TEAM1 November 21-December 1
<b>DISTRICT 3</b>		
1	Baguio City SPED Center	TEAM 2 November 21 - December 1
2	Camp 7 ES	TEAM 2 November 21 - December 1
3	Jose P. Laurel ES	TEAM 2 November 21 - December 1
4	Loakan ES	TEAM 2 November 21 - December 1
5	Hillside NHS	TEAM 2 November 21 - December 1
<b>DISTRICT 4</b>		
1	Apolinario Mabini ES	TEAM 2



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NO.	DISTRICT/SCHOOL	REMARKS Person In Charge and Scheduled dates
		November 21 - December 1
2	Brookspoint ES	TEAM 2 November 21 - December 1
3	Don Mariano Marcos ES	TEAM 2 November 21 - December 1
4	Doña Aurora ES	TEAM 2 November 21 - December 1
5	Dona Nicasia J. Puyat ES	TEAM 2 November 21 - December 1
6	Dona Aurora NHS	TEAM 2 November 21 - December 1
<b>DISTRICT 5</b>		
1	Adiwang ES	TEAM1 November 21-December 1
2	Crystal Cave ES	TEAM1 November 21-December 1
3	Dontogan ES	TEAM1 November 21-December 1
4	Manuel A. Roxas ES	TEAM1 November 21-December 1
5	Sto. Tomas ES	TEAM1 November 21-December 1
6	Sto. Tomas NHS	TEAM1 November 21-December 1
<b>DISTRICT 6</b>		
1	Aguinaldo ES	TEAM 3 December 1
2	Baguio Central School	TEAM 3 December 1
		TEAM 3 December 1
3	Dominican Mirador ES	TEAM 3 December 1
4	Josefa Cariño ES	TEAM 3 December 1
5	San Luis ES	TEAM 3 December 1
6	Dominican-Mirador NHS	TEAM 3 December 1



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NO.	DISTRICT/SCHOOL	REMARKS Person In Charge and Scheduled dates
<b>DISTRICT 7</b>		
1	Elpidio R. Quirino ES	TEAM 2 November 21 - December 1
2	Irisan ES	TEAM 2 November 21 - December 1
3	Quezon Hill ES	TEAM 2 November 21 - December 1
4	San Carlos Heights ES	TEAM 2 November 21 - December 1
5	Baguio City National Science HS	TEAM 2 November 21 - December 1
6	Irisan NHS	TEAM 2 November 21 - December 1
7	Quezon Hill NHS	TEAM 2 November 21 - December 1
8	Pinsao NHS	TEAM 2 November 21 - December 1
<b>DISTRICT 8</b>		
1	Bonifacio ES	TEAM 1 November 21-December 1
2	Fairview ES	TEAM 1 November 21-December 1
3	Holy Ghost Extension ES	TEAM 1 November 21-December 1
4	Lucban ES	TEAM 1 November 21-December 1
5	Pinsao ES	TEAM 1 November 21-December 1
<b>DISTRICT 9</b>		
1	Alfonso Tabora ES	TEAM 2 November 21 - December 1
2	Magsaysay ES	TEAM 2 November 21 - December 1
3	Pinget ES	TEAM 2 November 21 - December 1
4	Quirino Hill ES	TEAM 2 November 21 - December 1
5	Magsaysay NHS	TEAM 2 November 21 - December 1



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**SCHOOLS DIVISION OF BAGUIO CITY**

<b>NO.</b>	<b>DISTRICT/SCHOOL</b>	<b>REMARKS</b> <b>Person In Charge and Scheduled dates</b>
6	Pinget NHS	TEAM 2 November 21 - December 1
<b>DISTRICT 10</b>		
1	Bakakeng ES	TEAM 1 / TEAM 2 or TEAM 3 November 21-December 1
2	Dona Aurora H. Bueno ES	TEAM 1 / TEAM 2 or TEAM 3 November 21-December 1
3	Pacday Quinio ES	TEAM 1 / TEAM 2 or TEAM 3 November 21-December 1
4	San Vicente ES	TEAM 1 / TEAM 2 or TEAM 3 November 21-December 1
5	Bakakeng NHS	TEAM 1 / TEAM 2 or TEAM 3 November 21-December 1
6	Joaquin Smith NHS	TEAM 1 / TEAM 2 or TEAM 3 November 21-December 1
7	San Vicente NHS	TEAM 1 / TEAM 2 or TEAM 3 November 21-December 1

The following are composed of each teams:

**TEAM 1**

Natalie Binayan  
Romulo Borja  
COA in charge  
Jomarie Cordero

**TEAM 2**

Mark Cyrus Vallejo  
Arnold De Vera  
COA in charge  
Jomarie Cordero

**TEAM 3**

Vima Cadungog  
Basilio Talco  
COA in charge  
Jomarie Cordero

5. For information, guidance and strict compliance

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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