



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

April 28, 2026

DIVISION MEMORANDUM
No. 04-112 s. 2026

To: Assistant Schools Division Superintendent
Public Schools Division Supervisors
Division Inventory & Condemnation Committee
Functional Division Chiefs
Elementary & Secondary School Heads
School Property Custodians
All Others Concerned
This Division

CORRIGENDUM TO THE DIVISION MEMORANDUM NO. 04-100 s. 2026
re: PHYSICAL INVENTORY PLAN (PIP) FOR THE CONDUCT OF
PHYSICAL COUNT OF PROPERTY, PLANT, AND EQUIPMENT (PPE)
FINALIZATION OF THE ONE-TIME CLEANSING OF PPE ACCOUNT
BALANCES OF DEPED SIARGAO

1. To ensure the smooth undertaking of physical inventory taking, the Division Inventory and Condemnation Committee, School Heads, and School Property Custodians, and other personnel concerned are hereby informed of the schedule of Physical Inventory Count of Property, Plant, and Equipment (PPE) in the schools (Attachment A).
2. All items stipulated in the Division Memorandum no. 04-100 s. 2026 shall remain in effect and shall be strictly observed unless otherwise modified in this corrigendum.
3. Immediate dissemination of and strict compliance with this memorandum is directed.


MANUEL O. CABERTE
Schools Division Superintendent

Encl.: Annex A
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

PHYSICAL COUNT

ONE-TIME CLEANSING

OSDS/fcg
04/28/26



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Annex A

SCHEDULE OF THE PHYSICAL INVENTORY COUNT OF PROPERTY, PLANT, AND EQUIPMENT (PPE) IN SCHOOLS AND OFFICES

Unit	Schedule
Office of the Schools Division Superintendent (OSDS)	
Office of the Schools Division Superintendent Proper	April 29 to 30, 2026
Office of the Assistant Schools Division Superintendent	April 29 to 30, 2026
Office of the Administrative Officer V	April 29 to 30, 2026
Supply and Property Unit	April 29 to 30, 2026
Cash Unit	April 29 to 30, 2026
Human Resource Unit	April 29 to 30, 2026
Records Unit	April 29 to 30, 2026
Legal Unit	April 29 to 30, 2026
ICT Unit	April 29 to 30, 2026
Budget Unit	April 29 to 30, 2026
Accounting Unit	April 29 to 30, 2026
Curriculum Implementation division (CID)	
Instructional Management	April 29 to 30, 2026
Learning Resource Management	April 29 to 30, 2026
District Instructional Supervision	April 29 to 30, 2026
Schools Governance and Operations Division (SGOD)	
Planning and Research	April 29 to 30, 2026
School Management Monitoring & Evaluation	April 29 to 30, 2026
Human Resource Development	April 29 to 30, 2026
Social Mobilization & Networking	April 29 to 30, 2026
Education Facilities	April 29 to 30, 2026
Schools Health & Nutrition	April 29 to 30, 2026
COA Office	April 29 to 30, 2026



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Districts/Schools	Schedule
Dapa East & West Mainland	May 4 to 12, 2026
Dapa East & West Island	May 11 to 14, 2026
General Luna	May 18 to 21, 2026
One Numancia	May 25 to 28, 2026 & June 3 to 4, 2026
Pilar	June 8 to 11, 2026
San Isidro	June 8 to 11, 2026
Burgos & San Benito	June 15 to 18, 2026
Sapao	June 15 to 18, 2026
Socorro East	June 22 to 25, 2026
Socorro West	June 22 to 25, 2026



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