



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



July 1, 2026

DIVISION MEMORANDUM
OSDS-PSS No. 121 s. 2026

CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT, AND EQUIPMENT

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Administrators
Administrative Officer V
School Property Custodians
All others concerned
This Division

1. This is to inform the field of the conduct of regular physical count of all government properties to commence on July 20, 2026.
2. The schedule of the physical count per district/school shall be announced by the Division Supply Officer thru separate releases.
3. The school asset managers and concerned teachers are advised to be present during the physical count in their respective schools, prepare data entry and inventory reports, present to the assigned division inventory committee during the physical count, and ensure that all properties reflected in the inventory reports should be within the school premises at all times.
4. All expenses to be incurred for the physical count shall be chargeable against School MOOE (Validation of PPE) subject to the usual auditing rules and regulations.
5. For inquiries, all concerned may contact **RODSY L. OMAMBING** (AO-IV PROPERTY AND SUPPLY UNIT) at rodsy.omambing@deped.gov.ph.
6. For the information and guidance of all concerned.

CRISPIN A. SOLIVEN JR., CESO V
Schools Division Superintendent



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Enclosure: None
Reference: COA CIRCULAR 2020-006
Allotment:

To be indicated in the perpetual index under the following subjects:

EQUIPMENT

PHYSICAL COUNT

PROPERTY

RLO/OSDS-PSS/DM- Conduct of Physical Count of Property, Plant, and Equipment/JULY 1, 2026



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