



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

07 Apr 2025

DIVISION MEMORANDUM

No. 153, s. 2025

PHYSICAL INSPECTION OF BUILDING AND PROPERTY 2025

TO : Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance to COA Circular No. 2020-06, "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition of Non-Existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies." The School Division Office of Lucena through the Property and Supply Unit and Division Inventory Team will be conducting a physical inspection in schools.

2. Hereunder are the schedule per district:

WEST DISTRICT	April 21-25, 2025
NORTH DISTRICT	April 28-May 2, 2025
EAST DISTRICT	May 5-9, 2025
SOUTH DISTRICT	May 12-16, 2025
SECONDARY	May 19-23, 2025

3. The Inventory Team is composed of the following:

Engr. Joam M. Alcantara	Chairperson
Benjie C. Rivera	Vice-Chairperson
Rhea G. Mojica	Member
Maria Katherine A. Panganiban	Member
Aloysius D. Cabana	Supply Officer
Nerissa Anareta	Supply Staff
Cream Erlyn T. Arong	Accounting Staff
Leo Malasmas	Supply Staff
Maica P. Tenorio	Supply Staff

4. Inventory of the following properties should be made available for physical checking:

a) Textbook/K-12 Learners Materials (LMs) and Teachers Guide (TGs)



- b) Properties according to their classification:
 - b.1 MOOE/Downloading
 - b.2 Central Deliveries
 - b.3 Regional Deliveries
 - b.4 Local School Board (LSB)
 - b.5 Canteen/School Fund
 - b.6 Donation
- 5. To facilitate the systematic and accurate checking of properties, keys of classrooms and other offices should always be available in case of changes in the schedule of inspection.
- 6. The Principal's Office and all classrooms should be open before the inspection team arrives in the school.
- 7. The School Heads and Administrative Officers II/School Property Custodians are requested to be present on the date scheduled of inspection.
- 8. For further inquiries of this matter, please contact. (042)421-4161 Loc. 239
- 9. Immediate dissemination of this Memorandum to all concerned is enjoined.


SUSAN DL. ORIBIANA
Schools Division Superintendent



Reference: COA Circular No. 2020-06

OSDS/PROPER / ADC / DM - PHYSICAL INSPECTION OF BUILDING AND PROPERTY 2025
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