



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM2021-09-502  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 20 2021 ME: 1:57  
BY: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 562, s. 2021

**TO: Elementary and Secondary School Heads  
School Property Custodians  
All others concerned**

**FROM: VICTORIA V. GAZO, Ph.D., CESO V  
Schools Division Superintendent**

**DATE: September 15, 2021**

**RE: CONDUCT OF PHYSICAL COUNT OF INVENTORIES**

In compliance to COA Circular No 2020-006, the Property Unit of this Division together with a COA representative will be conducting physical count of inventories among schools.

School Property Custodians are advised to prepare all documents supporting the inventories including the latest site development plan.

Schedule of the aforesaid activity is attached for your reference. Queries regarding this be may be addressed to Darvy C. Daguimol – Administrative Officer IV of the Property Unit through phone number 0926-7753812.

Be guided accordingly.

Copy furnished:

Records Unit

Property and Supply Unit

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City  
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September 15, 2021

MIRIAM V. HERIA  
State Auditor III  
Commission on Audit

Madam:

Greetings!

This Office would like to invite a representative from your Office to witness the conduct of annual physical count of inventories scheduled following the attached.

Your kind action to this will be highly appreciated.

Very truly yours,

  
**VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent



**Department of Education  
Division of Malaybalay City**

**Conduct of Physical Inventory Schedule**

<b>Name of School</b>	<b>Dates</b>	<b>Vehicle</b>	<b>Expected passengers</b>
Damitan Elementary School New Ilocos Elementary School Dalwangan Central School	September 28, 2021 Tuesday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Kalasungay National High School Kalasungay Central School	September 29, 2021 Wednesday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Kapitan Angel Integrated School Patpat Elementary School Sumpung Central School	September 30, 2021 Wednesday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Manalog Elementary School Kibalabag Integrated School Baganao Elementary School	October 1, 2021 Friday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Candiisan Elementary School Incalbog Elementary School	October 5, 2021 Tuesday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Taguilanao Elementary School Kilap-agan Elementary School Tintinaan Elementary School	October 6, 2021 Wednesday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Can-ayan Integrated School Sta Ana Elementary School	October 7, 2021 Thursday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Imbayao National High School Imbayao Elementary School	October 8, 2021 Friday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Apo Macote National High School Binalbagan Elementary School	October 12, 2021 Tuesday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Calawag Elementary School Dapulan Elementary School	October 13, 2021 Wednesday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Macote Elementary School Simaya Elementary School Padernal Elementary School	October 14, 2021 Thursday	STRADA	Supply Officer ADAS III or ADA VI COA Representative

**Department of Education  
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<b>Name of School</b>	<b>Dates</b>	<b>Vehicle</b>	<b>Expected passengers</b>
Bangcud Central School Luyungan High School	October 15, 2021 Friday	STRADA	Supply Officer ADAS III or ADA VI COA Representative
Bangcud National High School	October 19, 2021 Tuesday	Strada	Supply Officer ADAS III or ADA VI COA Representative
Lalawan Elementary School Lalawan National High School	October 20, 2021 Wednesday	Strada	Supply Officer ADAS III or ADA VI COA Representative
Isabela Ayala Gonzales ES Sawaga Elementary School	October 21, 2021 Thursday	Strada	Supply Officer ADAS III or ADA VI COA Representative
San Martin Agro Industria NHS San Martin -Sinanglanan ES	October 22, 2021 Friday	Strada	Supply Officer ADAS III or ADA VI COA Representative
San Roque Elementary School Paiwaig Elementary School	October 26, 2021 Tuesday	Strada	Supply Officer ADAS III or ADA VI COA Representative
Linabo Central School	Oct. 27, 2021 Wednesday	Strada	Supply Officer ADAS III or ADA VI COA Representative
Bagong Silang Elementary School Langasihan ES	October 28, 2021 Thursday	Strada	Supply Officer ADAS III or ADA VI COA Representative
Miglamin NHS Miglamin Elementary School	October 29, 2021 Friday	Strada	----do-----
Matangpatang Elementary School Maligaya Elementary School	November 4, 2021 Thursday	Strada	----do-----
Lunokan Elementary School	Nov. 5, 2021 Friday	Strada	----do-----
Managok Central School	Nov. 9, 2021 - Tuesday	Strada	----do-----
Managok National High School	Nov. 10, 2021 Wednesday	Strada	----do-----

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<b>Name of School</b>	<b>Dates</b>	<b>Vehicle</b>	<b>Expected passengers</b>
St Peter ES St Peter NHS	November 11, 2021 Thursday	Strada	----do-----
Kibalabag Elementary Silae Elementary	November 12, 2021 Friday	Strada	----do-----
Silae NHS Pigpamulahan	November 16, 2021 Tuesday	Strada	----do-----
Mapulo Es Tuburan ES Caburacanan ES	November 17, 2021 Wednesday	Strada	----do-----
Indalasa ES Zamboanguita Central School	November 18, 2021 Thursday	Strada	----do-----
BUSDI Integrated School Kulaman	November 19, 2021 Friday	Strada	----do-----
Malaybalay City Central School	Nov. 23, 2021 - Tuesday	Foton	----do-----
Barangay 9 Elementary School BCT Elementary School	November 24, 2021 Wednesday	Foton	----do-----
Casisang National High School	Nov. 25, Thursday	Foton	----do-----
Panamucan Elementary School Mabuhay Integrated School	November 26, 2021 Friday	Strada	----do-----
San Jose Elementary School Malaybalay City National High Scho	December 2, 2021 Thursday	Foton	----do-----
Casisang Central IS Natid-asan Elementary School	December 3, 2021 Friday	Foton	----do-----
Casisang NHS Airport Village Elementary School	December 7, 2021 Tuesday	Foton	----do-----
Bendolan Elementary 'School Magsaysay Integrated School	December 8, 2021 Wednesday	Foton	----do-----

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Name of School	Dates	Vehicle	Expected passengers
Aglayan Central School Cabanagahan Elementary School	December 9, 2021 Thursday	Strada	----do-----
Mapayag Integrated School Laguitas Elementary School	December 10, 2021 Friday	Strada	----do-----
Malaybalay City Science High School	Dec. 14, 2021 Tuesday	Strada	----do-----
Balangbang ES	Dec. 15, 2021 Wednesday	Strada	----do-----
Pighalugan ES	Dec. 17, 2021 Friday	Strada	----do-----