



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

12 JAN 2022

DIVISION MEMORANDUM

No. 20, s. 2022

**SUBMISSION OF REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT
AND EQUIPMENT (Appendix 73 and Appendix 66)**

To: Assistant Schools Division Superintendents

Chiefs, CID and SGOD

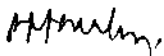
Public Schools District Supervisors / Districts-In-Charge

District / School Property Custodians for Elementary

District / School Property Custodians for Secondary

All Other Concerned

1. As discussed during the Orientation for the District Property Custodians held last December 13, 2021, District Property Custodians are reminded of the submission of the Consolidated Report on Physical Count of Property, Plant and Equipment (i.e., Appendix 73 and Appendix 66).
2. Each district must submit two (2) reports, 1 for Elementary and 1 for Secondary.
3. Soft copies of the reports should be sent to negrosoriental.supply@gmail.com on or before January 17, 2022. Hard copies of the reports should be submitted on January 21, 2022.
4. For information and immediate dissemination of this Memorandum is desired.


SENEN PRICILLO P. PAULIN, CESO V
Schools Division Superintendent
1/11/2022

SPP/JMA-MKP-NLR/AO/LA/ruby/pjs
January 11, 2022



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