



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

May 22, 2025

DIVISION MEMORANDUM
No. 172, s. 2025

CONDUCT OF SCHOOL PHYSICAL INVENTORY 2025

To: **School Based Project Development Officer I/Custodian**
School Based Administrative Officer II/Custodian

1. All Project Development Officer I & Administrative Officer II of Schools are hereby informed to the Schools Physical Inventory with the schedule below:

School	Date	Time
San Francisco De Asis ES	June 10, 2025	9:00AM – 10:30AM
San Francisco De Asis NHS	June 10, 2025	10:30AM – 11:30AM
Hinigdaan ES	June 10, 2025	1:30PM – 2:30PM
Hinigdaan NHS	June 10, 2025	2:30PM – 4:00PM
Kalabaylabay IS	June 11, 2025	9:00AM – 10:30AM
Bolisong ES	June 11, 2025	10:45AM – 11:45AM
Cogon ES	June 11, 2025	1:30PM – 3:00PM
Cogon NHS	June 13, 2025	9:00AM – 11:00AM
Kibonbon ES	June 13, 2025	1:30PM – 2:30PM
Sinaloc ES	June 16, 2025	9:00AM – 10:30AM
Sinaloc NHS	June 16, 2025	10:30AM-11:30AM
PSB ES	June 16, 2025	1:30PM – 3:00PM
Himaya NHS	June 17, 2025	9:00AM – 10:30AM
Himaya ES	June 17, 2025	10:45AM – 11:45AM
Ulaliman ES	June 17, 2025	1:30PM – 3:00PM
Sambulawan NHS	June 18, 2025	9:00AM – 10:30AM
Sambulawan ES	June 18, 2025	10:45AM – 11:45AM
Amoros ES	June 18, 2025	1:30PM – 3:00PM
Molugan NHS	June 19, 2025	9:00AM – 11:00AM



Address: Zone 3, Poblacion, El Salvador City
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Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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Molugan CS	June 19, 2025	1:30PM – 3:00PM
Badiangon ES	June 19, 2025	3:15PM – 4:00PM
El Salvador City CS	June 20, 2025	9:00AM – 11:00AM
El Salvador City NHS	June 20, 2025	1:30PM – 3:00PM

2. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. For information, guidance, and strict compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:
PHYSICAL INVENTORY 2025
SDS/jlod



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