



OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 007 - 2023

TO: ALL DEPARTMENT HEADS

FROM: THE LOCAL CHIEF EXECUTIVE

SUBJECT: PHYSICAL INVENTORY PLAN (PIP) FOR PROPERTY, PLANT AND EQUIPMENT (PPE)

DATE: January 17, 2023

In view of COA Circular No. 06 s. 2020, "Guidelines and Procedures in the conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at station, and Disposition for Non-existing/Missing PPE Items, for One-Time Cleansing of PPE and Account Balances of Government Agencies," this office hereby transmit the Physical Inventory Plan (PIP) for Property, Plant and Equipment (PPE's) for the conduct of a Physical Inventory taking within the LGU from January 18 to 31, 2023.

All concerned personnel are enjoined to prepare the necessary supporting documents relative to the implementation of this inventory plan and present same on the date stipulated in Annex A.

For strict compliance.


CATTLEYA M. SO
Municipal Mayor

cc.

<i>Josephine Bautista (SB Secretary):</i>	_____
<i>Rick Francisco (LCR):</i>	_____
<i>Chady Cerbito (MSWDO):</i>	_____
<i>Engr. Cirdion Manuel (MEO):</i>	_____
<i>Emmanuel De Guzman (MAO):</i>	_____
<i>Arch. Joselito Garrido (MPDO):</i>	_____
<i>Eden Frivaldo (MTO):</i>	_____
<i>Rebecca Delloso (MBO):</i>	_____
<i>Lenie Cabili (MACCO):</i>	_____
<i>Ramon Gacis Jr. (MASSO):</i>	_____
<i>Marivic Escanilla (MNAO):</i>	_____
<i>Jayson Calamdag (MCC):</i>	_____
<i>Jay Gallano (MDRRMO):</i>	_____
<i>Dr. Rossana Galeria (MHO):</i>	_____
<i>Bobby Gigantone (TOURISM):</i>	_____



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- Dr. Rossana Galeria (MHO):
- Bobby Gigantone (TOURISM):

Handwritten notes and signatures:

Agandague

Chady Cerbito 1/17/23

for: 1-17-23 2:49 PM

1/17/23

1-17-2023 / 2:54 pm

Nancy C. Gath 1-17-23

April 1-17-23 / 3:00 PM

1-17-23 1:31 PM

1-17-23 3:10 PM

1-17-23

1/17/23

1-17-2023