



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 14, 2026

DIVISION MEMORANDUM
No. 528, s. 2026

**ANNUAL PHYSICAL COUNT OF PROPERTY, PLANT & EQUIPMENT OF THE PROVINCIAL
GOVERNMENT OF AKLAN**

TO: All Concerned Personnel

1. This is to inform all concerned that the **Provincial Accounting Office of the Province of Aklan** will conduct the **Annual Physical Count of Property, Plant and Equipment (PPE)** through the Provincial Inventory Committee (PIC).
2. As indicated in the schedule provided by the Provincial Accounting Office, the inventory covering the **DepEd Division Office and other DepEd locations** will be conducted from **November 25 to December 2, 2026**.
3. All concerned personnel are hereby advised to **ensure the availability of the properties and pertinent property records** under their custody and to extend the necessary assistance to the inventory team during the scheduled conduct of the physical count.
4. Attached is a copy of the **Memorandum from the Provincial Accounting Office dated August 19, 2026**, together with the schedule of the Annual Physical Count, for information and guidance.
5. For information and appropriate action.

Enclosure: Provincial Accounting Office Memorandum dated August 19, 2026.

Dr. FELICIANO C. BUENAFE JR., CESO V
Schools Division Superintendent



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Republic of the Philippines
Province of Aklan
Kalibo, Aklan



PROVINCIAL ACCOUNTING OFFICE

**TO : ALL DEPARTMENT/OFFICE/HOSPITAL HEADS
This Province**

DATE : AUGUST 19, 2026

**SUBJECT : ANNUAL PHYSICAL COUNT OF PROPERTY, PLANT & EQUIPMENT
OF THE PROVINCIAL GOVERNMENT OF AKLAN**

In connection with the Annual Physical Count of Property, Plant and Equipment (PPE), the Provincial Inventory Committee (PIC) will start the Inventory Count from September 1, 2026 to December 2, 2026.

Attached herewith is the prescribed Inventory Count Form to be accomplished by your assigned Inventory Custodian/Focal Person and must be readily available during our scheduled inventory with your Department/Office. Also attached is the schedule of the entire duration of the Inventory Count of all Department/Offices of the Provincial Government of Aklan.

Very truly yours,


THERESA S. TEMPLONUEVO
Provincial Accountant *Ch*

Conformed:


JERICSON C. BELLO
PGDH-PGSO

INVENTORY COUNT FORM

Sheet No _____ of _____

Note: for PPE items without Property No. provide in the "Remarks" column other information such as Serial no./Model No./brief description that can be useful during reconciliation process

Prepared by:

Printed Name and Signature
Chairman, Inventory Committee

Date: _____

**SCHEDULE OF ANNUAL PHYSICAL COUNT OF PROPERTY, PLANT & EQUIPMENT (PPE) OF THE
PROVINCIAL GOVERNMENT OF AKLAN
FOR THE PERIOD OF SEPTEMBER 1, 2026 DECEMBER 2, 2026**

DATE		NAME OF OFFICE & LOCATION
2026		
SEPTEMBER	1 - 2	Godofredo P. Ramos Hospital (Formerly Altavas District Hospital)
		Altavas, Aklan
	3	Don Leovigildo N. Diapo Sr. Municipal Hospital
		Madalag, Aklan
	7	Libacao Municipal Infirmary
		Libacao, Aklan
	8-9	Ibajay District Hospital
		Ibajay, Aklan
	10	Malay Municipal Hospital
		Malay, Aklan
	14	Buruanga Municipal Hospital
		Buruanga, Aklan
	15-16	Ciriaco S. Tirol Hospital
		Boracay, Malay, Aklan
	17 & 21	Caticlan and Cagban Jetty Port Passenger Terminal
		Malay, Aklan
	22 - 24	Provincial Engineer's Office
		Numancia, Aklan
		<i>Other Location of Heavy Equipment: Tigayon, Kalibo, Aklan, Boracay Island, Malay, Aklan, Ibajay, Aklan, Libacao, Aklan, Madalag, Aklan</i>
	28	Provincial Health Office
		Kalibo, Aklan
SEPTEMBER OCTOBER	29 to	Dr. Rafael S. Tumbokon Memorial Hospital
	8	Kalibo, Aklan

**SCHEDULE OF ANNUAL PHYSICAL COUNT OF PROPERTY, PLANT & EQUIPMENT (PPE) OF THE
PROVINCIAL GOVERNMENT OF AKLAN
FOR THE PERIOD OF SEPTEMBER 1, 2026 DECEMBER 2, 2026**

DATE		NAME OF OFFICE & LOCATION
2026		
OCTOBER	12-13	Provincial Social Welfare and Development Office
		Capitol Building Estancia, Kalibo, Aklan
		PSWDO - DAEANGPAN
		Kalibo, Aklan
	14	EEDD - Resort and Hotel Operations
		Kalibo, Aklan
		Office of the Provincial Agriculturist
		Office of the Provincial Agriculturist - PRDP
	15	Office of the Provincial Veterinarian
		Capitol Building Estancia, Kalibo, Aklan
	19-20	Office of the Provincial Agriculturist - Aklan Agri-Aqua Demonstration Farm and Training Center
		Nalook, Kalibo, Aklan
		OPVET
		Nalook, Kalibo, Aklan
		PSWDO - AYC
		Nalook, Kalibo, Aklan
		Integrated Rehabilitation Security Unit
		Nalook, Kalibo, Aklan
	21	Office of the Provincial Agriculturist - Aklan Provincial Multi-Species Marine Fish Nursery
		Makato, Aklan
		Office of the Provincial Veterinarian - Provincial Stock Farm
		Makato, Aklan
		Calangcang Sports Complex
		Makato, Aklan
		PGO - SPORTS & OTHERS
		Location: Capitol Building Estancia, Kalibo, Aklan
	22	Aklan Provincial Tourism Office
	26	Provincial Budget Office
	27	Provincial Treasurer's Office
	28	Provincial Legal Office
		Provincial Governor's Office
		PGO - SPORTS
	29	Provincial Disaster Risk Reduction and Management Office

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PROVINCIAL GOVERNMENT OF AKLAN
FOR THE PERIOD OF SEPTEMBER 1, 2026 DECEMBER 2, 2026

DATE		NAME OF OFFICE & LOCATION
2026		<u>Location: Capitol Building Estancia, Kalibo, Aklan</u>
NOVEMBER	3	Aklan Provincial ICT Office
	4	Aklan Provincial Internal Audit Office
	5	Provincial Planning and Development Office
	9	EEDD-ADMIN
		COA
	10	Office of the Provincial Accountant
	11	Provincial Assessor's Office
	12	Provincial General Services Office
	16-17	Sangguniang Panlalawigan Office
	18	Office of the Provincial Employment Services Manager
	19	Aklan Provincial Population and Gender Office
	23	Aklan Environment and Natural Resources Office
	24	Provincial Human Resource Management Office
NOVEMBER DECEMBER	25 TO	DEPED - Division Office
	2	Numancia, Aklan
		DEPED - Other Location of Equipment:
		NAISUD NHS
		MALINAO COVERED COURT
		TANGALAN ES
		MAKATO INTEGRATED SCHOOL
		DEPED - Other Location of Equipment:
		DEPED - Banga District Office
		Banga, Aklan
		CALIZO NHS
		DEPED - Other Location of Equipment:
		CALANGCANG SPORTS COMPLEX
		OLD DIVISION OFFICE
		KALIBO PILOT ELEMENTARY SCHOOL