



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 13 2025

MEMORANDUM  
No. 068, s, 2025.

**RESUMPTION OF THE ONE-TIME CLEANSING OF PPES AND THE CY 2024  
PHYSICAL CHECKING AND INVENTORY OF SCHOOL PROPERTIES**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, Schools Governance and Operations Division  
Public Elementary and Secondary School Principals/OICs  
Inventory Committee  
Accountant/Supply Officer/Finance Officers  
School Property Custodians/ Administrative Officer II  
All Others Concerned

1. In reference to Division Memorandum No. 028, s. 2025, regarding the Continuation of PPE Cleansing and CY 2024 Physical Checking and Inventory of School Properties, please be informed that the schedule has been adjusted in response to requests from schools for additional time to prepare and finalize their budgets. This includes the development of the School's Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP). Furthermore, this adjustment takes into account the scheduled seminar on "*Empowering School Leaders in SDO Muntinlupa Through Effective Liquidation Practices.*"
2. The updated schedule is as follows:

1	Putatan Elementary School	February 12, 2025
2	Lakeview Integrated School (Elementary)	
3	Lakeview Integrated School (Secondary)	
4	F. De Mesa Elementary School	
5	Bayanan Elementary School Main	
6	Muntinlupa National High School Main (JHS)	February 13, 2025
7	Muntinlupa National High School Main (SHS)	
8	Victoria Homes Elementary School	

9	Soldiers Hills Elementary School	
10	Muntinlupa Elementary School	February 14, 2025
11	Itaas Elementary School	
12	Poblacion Elementary School	
13	Poblacion National High School	
14	Muntinlupa National High School Tunasan Annex (JHS)	February 17, 2025
15	Muntinlupa National High School Tunasan Annex (SHS)	
16	Muntinlupa Science High School (JHS)	
17	Muntinlupa Science High School (SHS)	
18	Tunasan Elementary School	
19	Muntinlupa Business High School Main	February 18, 2025
20	Buli Elementary School	
21	Cupang Elementary School Main	
22	Cupang Senior High School	
23	Muntinlupa Business High School Annex	February 19, 2025
24	Sucat Elementary School Main	
25	Sucat Elementary School Zone 3 Annex	
26	Sucat Elementary School Zone 4 Annex	
27	Sucat Senior High School	
28	Alabang Elementary School	February 20, 2025
29	Filinvest Alabang Elementary School	
30	Cupang Elementary School Annex	
31	Bagong Silang Elementary School	
32	Bayanan Elementary School Unit 1	February 21, 2025
33	Pedro E. Diaz High School	
34	Alternative Learning System	

3. All other provisions stated in the original memorandum remain in effect, including the required reports, documentation, and submission deadlines. Schools are reminded to ensure the availability of necessary personnel and documents during their scheduled inventory dates.

4. Please upload the reports to [bit.ly/2025INVENTORYUPLOAD](https://bit.ly/2025INVENTORYUPLOAD) for verification prior to the scheduled inventory.



5. **Those who fail to submit the reports on the inventory dates specified shall be made to submit a written explanation to the office of the Schools Division Superintendent.**

For:

**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of Schools Division Superintendent  
OIC- Schools Division Superintendent

By:

  
**DR. LILIA A. RICERO**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

To be indicated in the **Perpetual Index:**

Under the following subjects:

INVENTORY

POLICY

RULES AND REGULATIONS

REPORTS

JIL/MEMO ON INVENTORY AND PPE CLEANSING

068/FEBRUARY 10,2025

NUM-2025-068