



Republic of the Philippines  
Caraga Region XIII  
**PROVINCE OF SURIGAO DEL NORTE**  
Provincial Capitol  
Governor Jose C. Sering Road  
Surigao City



**OFFICE OF THE GOVERNOR**

**MEMORANDUM ORDER NO. 21-088**  
Series of 2021

**TO :** Sangguniang Panlalawigan Secretary  
All Department Heads  
All PGO Division Chiefs  
All Chiefs of Offices  
All Chiefs of Hospital  
All Concerned  
This Province

**SUBJECT :** Conduct of Physical Count of All Property, Plant and Equipment (PPE) of the Provincial Government of Surigao del Norte for CY 2021

In the exigency and interest of public service, you are hereby enjoined to cooperate and assist in the conduct of Inventory of all Property, Plant and Equipment (PPE) of the Provincial Government of Surigao del Norte in your respective offices/hospitals. As such, the Inventory Committee headed by the Team Leader, Ms. Joanna Mae B. Dico or her authorized representative, will be visiting your respective offices on the following schedules:

DATE	OFFICE
April 22-23, 2021	Surigao District Hospital
April 26-27, 2021	PGO
April 28-29, 2021	PEEDMO, PLO
April 30, 2021	PAdminO
May 3, 2021	PHRMDO, MIS
May 4, 2021	PEMO, PMTC, PGO-Women's Career Office
May 5, 2021	PBO
May 6, 2021	PAccO
May 7, 2021	PAgrO, Coop and PVO
May 10, 2021	PTCO
May 11, 2021	LSB, PGO-Education, Culture and the Arts

*"An Surigaoanon labaw sa tanan"*

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May 12, 2021	PPDO
May 13, 2021	COA
May 14, 2021	FSWDO
May 17, 2021	PGO-CSU
May 18, 2021	PDRRMO
May 19-20, 2021	PEO
May 21, 2021	PTO
May 24-26, 2021	PHO, APA for Health, Stop Covid Action Center
May 27, 2021	PASSO
May 28, 2021	SDNPH and PCTC
May 31, 2021	Malimono DH
June 1, 2021	Socorro DH
June 2, 2021	KNS, PEO-Sub-Office
June 3, 2021	Del Carmen DH
June 4, 2021	Pilar DH
June 7, 2021	Sta. Monica DH
June 8, 2021	PGSO
June 9, 2021	All Property Declared as Waste

The Individual Inventory Count Form shall be filled up individually by all personnel concerned and shall be submitted to the PGSO not later than April 23, 2021 at 5:00 in the afternoon. For Stargao District Hospital it shall be submitted not later than April 21, 2021 at 5:00 in the afternoon. This report will serve as a reference for the inspection sub-committee in carrying out the physical count and as basis for updating the current and existing Inventory of PPE. Please see attached template for your reference.

For strict compliance.

April 19, 2021

**ATTY. FRANCISCO T. MATUGAS**  
Provincial Governor

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