



"For Nation's Greater Heights"

October 25, 2021

**GREGORIO Z. GAMBOA, JR., Ed.D**  
 SUC President 111  
 Surigao State College of Technology  
 Surigao City

**THRU: ROWENA A. PLANDO, Ph.D**  
 Vice President for Administration  
 This College

Sir/Ma'am:

The Inventory Committee of the College together with COA Team Leader will be having a Yearly Physical Inventory on Property Plant & Equipment and Physical Count of all Inventories of the SSCT External Campuse as per schedule below and with the Inventory Committee to wit;

- SSCT Del Carmen Campus.....November 16-19, 2021
- SSCT Malimono Campus.....November 23-25, 2021
- SSCT Mainit Campus.....December 1-3, 2021
- SCT Claver Extension.....November 26, 2021
- City Campus.....December 6-10, 13-17, 20-22, 2021

**Inventory Committee:**

1. ELSA C. PELICANO .....Supply Officer (Team Leader)
2. ENG'R. PERFECTO R. RUAYA.....Property Inventory Chairman
3. EVELYN MADRID .....Property Inventory Member
4. FAMELA SULAPAS.....Property Inventory Member
5. ARVIN E. MAG-USARA.....Property Inventory Member
6. GLOMAR G. RACINES.....Property Inventory Member

Very Respectfully yours,

*ELSA C. PELICANO*  
 ELSA C. PELICANO  
 AOV-Supply Officer 111

**RECOMMENDING APPROVAL:**

*ROWENA A. PLANDO*  
 ROWENA A. PLANDO, Ph.D  
 Vice President for Administration

**APPROVED:**

*GREGORIO Z. GAMBOA, JR.*  
 GREGORIO Z. GAMBOA, JR., Ed.D  
 SUC President 111





SCHEDULE OF PHYSICAL INVENTORY ON PROPERTY PLANT & EQUIPMENT AND  
PHYSICAL COUNT OF ALL INVENTORIES 2021

November 16-19, 2021	- Del Carmen Campus
November 23-24, 2021	- Malimono Campus
November 25-26, 2021	- Mainit Campus
December 3, 2021	- Claver Extension
December 6-10, 13-17, 20-22, 2021	- City Campus



**City Campus**

December 6-7, 2021 - COT Division

- Automotive
- Electronics
- Electrical
- RAC
- WAF
- Mechanical
- Drafting
- Auto Cad Lab (Drafting)
- HRM/Food Laboratory
- Mini Hotel
- COT Dean Office

December 8-9, 2021 - CEIT Division

- IT Lab 1
- IT Lab 2
- IT Lab 3
- IT Lab 4
- IT Lab 5
- TSG
- ICTE
- CE Lab
- CEIT Dean Office
- CE/EE/ComE/ECE/Tool Room

December 10, 2021 - Arts Sciences

- Chemistry/Physics Lab
- Biology Lab
- Science Lab



- Sports
- Arts & Science Dean Office

December 13, 2021 - Education Division

- College of Teacher Education Dean Office

December 14, 2021 - IRGO

- Water Refilling
- Mini-Groceries
- Garments
- ID Production
- Bakery
- Canteen
- Catering

December 15-17 & 20-22, 2021 - Administration Division

- COA Office
- Supply Office
- Cashiers Office
- Budget Office
- Accounting Office
- College Board Secretary Office
- Board Room
- President Office
- BAC Office
- VP Admin Office
- VP ACAD Office
- VP Research Office
- Registrar Office
- HRMO Office
- RDEX Office
- Extension Office
- Graduate & Studies Office
- Planning Office
- Receiving Office
- Placement Coordinator Office
- SPSO Office
- Guidance Office
- Clinic
- GAD Office
- SFAU Office
- SSG Office
- Hub Office
- NST/ROTC Office

- Library
- Building & State Office
- Assessment Center Office
- Accreditation Office

Prepared by:

*ELSA C. PELICANO*  
**ELSA C. PELICANO**

Administrative Officer V - Supply Officer III

Team Leader

Recommending Approval:

*CARLOS H. DONOSO*  
**CARLOS H. DONOSO, Ed. D.**  
Chief Administrative Officer

Approved by:

*ROWENA A. PLANDO*  
**ROWENA A. PLANDO, Ph. D.**  
Vice President for Administration