



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
DM-2023-399

TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
Education Program Supervisors, SEPS, Division Personnel
School Heads of Public Elementary and Secondary Schools
All Others Concerned

SUBJECT : **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 THE ONE-TIME CLEANSING OF PPE ACCOUNT BALANCES**

FROM : Schools Division Superintendent

DATE : August 29, 2023

1. Pursuant to COA Circular No. 2020-006 dated January 31, 2020, titled **“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 the One-Time Cleansing of PPE Account Balances of Government Agencies”** and relative to Division Memorandum No. DM-2023-387, please be informed on the revised schedule of the conduct of Physical Count of PPEs (see attachment for specific schedule of schools).
2. The Division Inventory Committee together with the School Inventory Committee shall conduct physical count of all PPE, whether acquired through purchase or donation, including those constructed by administration and found at station.
3. All Administrative Officer II, ADAS and School Property Custodians are hereby directed to work together to prepare and accomplish the Inventory Custodian Slip (ICS - High Valued Items & Low-Valued Items) and Property Acknowledgement Receipt (PAR) per accountable officer/employee of the school in four (4) copies as well as the Inventory Count Form (ICF) for each PPE sub-major account group (Land, Land Improvements, Infrastructure Assets, Buildings, Office Equipment, Furniture & Fixtures and Books, etc.) and Registry of Semi-Expendable Property Issued (RegSPI) to date to be submitted on or before September 07, 2023 at the Division Office thru Property and Supply Unit.

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4. For easy identification, please provide the vital information of the PPE item such as but not limited to:
 - a. Description of the property
 - b. Model number
 - c. Serial number
 - d. Acquisition date
 - e. Acquisition cost
 - f. Condition
 - g. Mode of acquisition

5. For information, guidance, and strict compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

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**REVISED SCHEDULE OF PHYSICAL COUNT OF PROPERTY, PLANT AND
EQUIPMENT (PPE) FOR THE ONE-TIME CLEANSING OF PPE ACCOUNT
BALANCES**

	SCHOOLS	DATE
Day 1	Alos Elementary School Linmansangan Elementary School Maliga Elementary School Balangobong Elementary School Cabatuan Elementary School	September 12, 2023
Day 2	San Vicente Elementary School Popantay Elementary School Magsaysay Elementary School Lucap Elementary School Baleyadaan Elementary School	September 13, 2023
Day 3	Bued Elementary School Sabangan Elementary School Pandan Elementary School Telbang Elementary School Victoria Elementary School	September 14, 2023
Day 4	Amangbangan Elementary School Sta. Maria Elementary School Dulacac Elementary School Balayang Elementary School Bolaney Elementary School	September 15, 2023
Day 5	Palamis Elementary School Amandiego Elementary School Bisocol Elementary School Maawi Elementary School Tangacarang Elementary School Quibuar Elementary School	September 26, 2023

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Day 6	Cayucay Elementary School Cayucay National High School Mona Elementary School Pangapisan Integrated School Longos Elementary School	September 27, 2023
Day 7	Alaminos Central School Pogo Elementary School Polo Elementary School Polo National High School Inerangan Elementary School Inerangan National High School	September 28, 2023
Day 8	San Jose Elementary School San Roque Elementary School Landoc Elementary School Ildefonso Quimson Community High School Tawin-Tawin Elementary School SDO Division Proper	September 29, 2023

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