



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



19 October 2022

DIVISION MEMORANDUM

No. 413 s.2022

SUBMISSION OF REPORT ON PHYSICAL COUNT OF PROPERTY PLANT AND EQUIPMENT

TO: Public Schools District Supervisors
All Elementary and Secondary School Heads
All Elementary and Secondary School Property Custodian
This Division

1. Pursuant to Commission on Audit Circular No. 2020-006 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, all school heads are hereby directed to submit Report on Physical Count of Property Plant and Equipment as of June 30, 2022, on or before **October 31, 2022**.

2. Further, there will be a virtual meeting of all School Property Custodians via Google meet on the following schedules:

- a. Elementary School Property Custodian Oct. 24, 2022 9:30 a.m.
- b. Secondary School Property Custodian Oct. 24, 2022 2:00 p.m.

3. The meeting aims to discuss and agree on the report's format and other query regarding the said report. Link for the meeting will be disseminated through group chat.

4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.

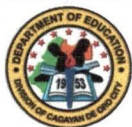
5. Immediate and widest dissemination of this Memorandum is directed.

CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent

Encl.: none

Reference: COA Cir. No. 2020-006

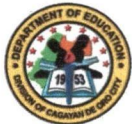
To be indicated in the Perpetual Index
under the following subjects:



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

INVENTORY REPORTS

IAGJR / DM – submission of report on ppe
/October 19, 2022



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