



Republic of the Philippines  
Department of Education  
Region X



**DIVISION OF CAGAYAN DE ORO CITY**

Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines

January 30, 2019

ED-DIVISION OF CAGAYAN DE ORO CITY  
CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: Feb 01 2019  
BY: \_\_\_\_\_

**SUBMISSION OF 2018 PROPERTY, PLANT AND EQUIPMENT (PPE) REPORT AND  
DESIGNATION ORDER OF SCHOOL PROPERTY CUSTODIAN AND INVENTORY TEAM**

TO : **School Principals/Heads/Administrators**  
Public Elementary & Secondary Schools  
This Division

1. Relative to the continuing efforts in Asset Management and as a reportorial requirement of the Commission on Audit, the field is hereby directed to submit Property, Plant and Equipment (PPE) report on or before **February 15, 2019** with the emphasis on the following:
  - a. Items above Fifteen Thousand Pesos (P15,000.00) will be on a separate report Re: General Accounting Manual (GAM) Forms (Appendix 73) – Report on the Physical Count of Property, Plant and Equipment;
  - b. Semi-expendable – same template as 2017 PPE Report.
2. Moreover, all school heads are reminded to issue a Designation Order of School Property Custodian and School Inventory Team stressing the role and responsibilities inherent to the designation with template attached to this memorandum.
3. Copies of the Designation Order for School Property Custodian and School Inventory Team must be submitted to this office not later than February 8, 2019.
4. For information and compliance.

  
**JONATHAN S. DELA PEÑA, PhD., CESO V**  
Schools Division Superintendent

Enclosures: As stated

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

**Asset Management**

**Competence. Dedication. Optimism**

Telephone No.: (088) 855-0047 Telefax: (088) 855-0048 Website: [depedcdo.com](http://depedcdo.com) Email: [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)

**REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT**

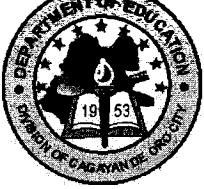
(Type of Property, Plant and Equipment)  
As at \_\_\_\_\_

Fund Cluster : \_\_\_\_\_  
For which (Name of Accountable Officer) \_\_\_\_\_, (Official Designation) \_\_\_\_\_, (Entity Name) \_\_\_\_\_ is accountable, having assumed such accountability on (Date of Assumption) \_\_\_\_\_.

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

Certified Correct by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Verified by: \_\_\_\_\_

Signature over Printed Name of Inventory Committee Chair and Members and Property Custodian \_\_\_\_\_  
Signature over Printed Name of Head of Agency/Entity or Authorized Representative ( School Head) \_\_\_\_\_  
Signature over Printed Name of COA Representative \_\_\_\_\_



Republic of the Philippines  
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\_\_\_\_\_  
 (School)

\_\_\_\_\_  
 (address)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

**DESIGNATION ORDER**

In the exigency of the service, you are hereby designated as **School Property Custodian** of \_\_\_\_\_ (name of school). You are to perform the duties and responsibilities attached to this position and such other related functions as may be assigned to wit:

1. Accepts delivery, transfer, donation of Properties with duly signed Purchase Orders/ Contract/ Deed of Donations and Memorandum of Agreement (MOA).
2. Signs Inspection and Acceptance Report (IAR) in acceptance portion.
3. Records delivery, transfer, donations thru Property Card (PC) for Equipment and Stock Card (SC) for consumable materials/supplies. (duly inspected from a perfected Purchase Order (PO) or Contract, formal turnover thru Invoice Receipt of Property (IRP) or duly accepted or signed Deed of Donation)
4. Prepares Issuance Documents:
  - a. Property Acknowledgement Receipt (PAR) for Equipment/Properties amounted to Php 15,000.00 and above per unit. (Must provide control number and Property Number)
  - b. Inventory Custodian Slip (ICS) for Equipment/Properties amounted to less than Php 15,000.00 per unit. (Must provide control number and Property Number)
  - c. Requisition and Issue Slip (RIS) for consumable items/materials.
5. Conducts Inventory Taking and Maintains Property Card (PC) and Stock Card (SC).
6. Prepares Inventory Report which includes monitoring of actual location of Asset, condition of asset and Person Accountable as required by COA.
7. Does Other Task related to these functions.

Further, you are entitled for a service credits as stated in the DepEd Memorandum No. 328, s. 2009 dated July 24, 2009 Re: Guidelines on the Grant of Vacation Service Credits to Teachers Designated as District/School Property Custodians.

This memorandum is made for the best interest of the service; thus immediate compliance is hereby enjoined.

Recommending Approval:

Approved:

\_\_\_\_\_  
 School Head

**Jonathan S. Dela Peña, Ph.D., CESO V**  
 Schools Division Superintendent

Conforme:

\_\_\_\_\_  
 (Signature over Printed Name)

\_\_\_\_\_  
 (Date)