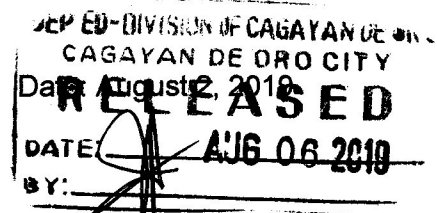




Republic of the Philippines
Department of Education
Region X - Northern Mindanao
DIVISION OF CAGAYAN DE ORO CITY
Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City



Division Memorandum
No. 600 s. 2019

**REMINDER ON THE VALUATION OF DONATIONS AND PROPER RECORDING OF
DONATED PROPERTY, PLANT AND EQUIPMENT FROM PRIVATE PARTNERS**

To : **Division Supply Officer**
School Heads
School Property Custodians
This Division

Pursuant to Memorandum OU-LAPP No. 421, S. 2019 and Regional Memorandum No. 375 S. 2019, the aforesaid concerned personnel are reminded of the policies on the valuation of contributions or donations and the proper recording of the donated items categorized as Property, Plant and Equipment as contained in DepED Orders Nos. 24, s. 2016 and 82, s. 2011.

Compliance with all other laws, accounting rules, regulations and issuances, such as but not limited to the DepED's Handbook on Property and Supply Management (2013 Edition) shall be ensured.

Moreover, all donated properties generated for Brigada Eskwela and under the Adopt-A-School Program shall be recorded in compliance with the aforementioned DOs.

Attached is Memorandum OU-LAPP No. 421 s. 2019 of Undersecretary Tonisito M. C. Umali, ESq. for reference.

Compliance and widest dissemination of this Memorandum is desired.


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

Reference: Memorandum OU-LAPP No. 421 s. 2019; RM No. 375 S. 2019

Encl: as stated

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

ASP/BE PARTNERSHIP DONATIONS PROPERTIES

SGOD/JTL



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
 DepED Complex, Meralco Ave., Pasig City



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
 Legislative Affairs, External Partnerships
 and Project Management Service

DEPARTMENT OF EDUCATION
 RECORDS DIVISION

EXTERNAL PARTNERSHIPS SERVICE
 Direct Line: (+632) 638-8637
 Telefax: (+632) 638-8639
 Email Address: externalpartnerships@deped.gov.ph

RELEASED
 14391

By: [Signature] Date: 20 JUN 2019

22745

[Signature] RECEIVED

MEMORANDUM
 OU-LAPP No. 421, s. 2019

TO :
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

FROM :
 [Signature]
TONISITO M.C. UMALI, Esq.
 Undersecretary
 Legislative Affairs, External Partnerships and
 Project Management Service

SUBJECT :
REMINDER ON THE VALUATION OF DONATIONS
AND PROPER RECORDING OF DONATED PROPERTY,
PLANT AND EQUIPMENT FROM PRIVATE PARTNERS

DATE : June 11, 2019

1. The Department of Education (DepEd) through the External Partnerships Service (EPS) would like to remind all offices concerned receiving donations from private partners, through the regional offices, division offices and schools, the following applicable rules on the valuation of contributions or donations of private partners to DepEd and the proper recording of the donated items categorized as Property, Plant and Equipment:
 - 1.1 Item VII of the enclosure to DepEd Order No. 24, s. 2016 entitled *Guidelines on Accepting Donations and on Processing Applications for the Availment of Tax Incentives by Private Donor-Partners Supporting the K to 12 Program* (Annex 1), provides the Valuation of Assistance/Contribution or Donation and the formula of computation for the value to be reflected in the Deed of Donation and in the records of donated goods and services.
 - 1.2 DepEd Order No. 82, s. 2011 entitled *Guidelines on the Proper Recording of all Donated Properties* (Annex 2) specifies the requirements for booking up the donations made to DepEd.

The document required to support the recording in the book of accounts is as follows:

DEPARTMENT OF EDUCATION
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 BY: [Signature] RECORDS DIV. [Signature]

- 1.2.1 Inventory Custodian Slip (ICS) (Annex 3) for donated properties with value below P15,000.00
 - 1.2.2 Property Acknowledgment Receipt (PAR) (Annex 4) for donated properties above P15,000.00
2. All aforementioned offices concerned are likewise expected to comply with all other laws, accounting rules, regulations, and issuances, such as but not limited to the "DepEd's Handbook on Property and Supply Management (2013 Edition)," that may contain other applicable provisions on the acceptance of donations from public and private partners and its proper recording, as assets of the concerned donee DepEd office.
 3. You are likewise reminded that all donated properties generated for Brigada Eskwela and under the Adopt-a-School Program shall be recorded in compliance with aforementioned DOs and rules.

For information and compliance.

Thank you very much.

Encls: A/s

Cc: Annalyn Sevilla
Undersecretary, Finance Service

Atty. Josephine Maribojoc
Assistant Secretary
OIC-Office of the Undersecretary for Legal Affairs

Ramón Fiel Abcede
Director IV
OIC-Office of the Assistant Secretary for Finance Service



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

REVENUE DIVISION

DEC 05 2014

At 1:35 pm

RECEIVED

December 5, 2014

REVENUE MEMORANDUM CIRCULAR NO. 86-2014

SUBJECT : Clarifying the Valuation of Contributions or Gifts Actually Paid or Made in Computing Taxable Income

TO : All Revenue Officials, Employees and Others Concerned

This Circular is issued to clarify the valuation of contributions or gifts actually paid or made in computing taxable income as part of substantiation requirement under Revenue Regulations No. 13-98.

Section 8 of RR No. 13-98 reads in part:

SECTION 8. Substantiation Requirements. —

(a) For Donors. — Donors claiming donations and contributions to accredited non-stock, non-profit corporation/NGO as deductions from their taxable business income should submit evidences or proofs to the BIR by showing the Certificate/s of Donation and indicating therein the following:

(i) Actual receipt by the accredited non-stock, non-profit corporation/NGO of the donation or contribution and the date of receipt thereof; and

(ii) The amount of the charitable donation or contribution, if in cash; if property, whether real or personal, the acquisition cost of the said property.

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The information required in Section 8 of RR No. 13-98 shall be stated in a Certificate of Donation (BIR Form 2322) following the format prescribed in Annex "A" of this Circular.


BIR Form 2322 consists of two parts – a donee certification and a donor's statement of values. The first page of BIR Form 2322 is a certification by the donee that it has received on the date indicated the subject matter (i.e. cash or property) of the donation. It also provides a description of the properties donated. The donee certification must be signed by an authorized representative of the donee organization.

The second page of BIR Form 2322 requires the donor to execute a statement which provides descriptions, acquisition costs, and net book values of the properties donated as reflected in the financial statements of the donor. Moreover, the statement must be accompanied by deed of sale/bill of sale to prove the acquisition cost of the properties. The values declared by the donor in the statement shall still be subject to further confirmation by the Bureau as to its correctness and accuracy. The donor's statement must be signed by the donor or authorized representative.

Finally, under Section 235 of the National Internal Revenue Code of 1997, as amended, any provision of existing general or special law to the contrary notwithstanding, the books of accounts and other pertinent records of tax-exempt organizations or grantees of tax incentives shall be subject to examination by the Bureau for purposes of ascertaining compliance with the conditions under which they have been granted exemptions or tax incentives, and their tax liability, if any.

All other issuances inconsistent herewith are hereby repealed or modified accordingly.

This Circular takes effect immediately.


KIM S. JACINTO-HENARES
Commissioner of Internal Revenue
028986

K-1-VCC

**BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION**

DEC 05 2011

11:35 pm

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