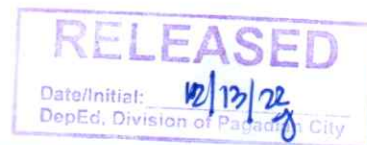




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY



Division Memorandum

No. 296 s.2022

December 12, 2022

**ORIENTATION ON THE CONDUCT OF PROPERTY, PLANT AND EQUIPMENT (PPE)
INVENTORY TAKING**

file

To: Division Accountant
District Property Custodians/Administrative Officers II
Division Inventory Committee
All Other Concerned

1. Relative to the recurring audit findings by the Commission on Audit (COA) on the accuracy of balances and discrepancies in the Inventory and PPE accounts and in preparation for the year-end submission of Report on Physical Count of Inventory and PPE for FY 2022; this Office through the Division Inventory Committee will conduct an orientation on PPE Inventory Taking to establish existence of PPE location that are verifiable as to existence, condition/functionality and accountability.
2. Participants of this activity include the following:
 - Elementary Schools Administrative Officers II
 - Division Inventory Committee
 - Division Accountant
3. The Division Inventory Committee is composed of the following Officials:
 - **Division Supply Officer**
 - **Administrative Officer II-Supply Office**
 - **Division Accountant and/or her authorized representative**
 - **Division IT Officer**
 - **Division Engineers**
 - **COA Team Leader and/or his authorized representative**
 - **Division Librarian-LR Representative**
 - **District and Secondary School Property Custodian concerned**
4. All participants are expected to attend the brief orientation on **December 13, 2022 at 1:00pm Division Office Canteen**. Registration will take place on the same date.
5. Immediate and wide dissemination of the Memorandum is highly desired.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent