



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

Office of the Schools Division Superintendent

June 15, 2026

**DIVISION MEMORANDUM**

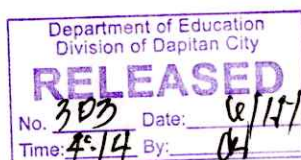
No. 303, s. 2026

To: All Administrative Officers II  
School Property Custodians

**ORIENTATION ON PROPERTY TAGGING AND VALIDATION OF PROPERTIES**

1. For the proper accomplishment of the Report on the Physical Count of Property, Plant, and Equipment (RCPPE), an Orientation on Property Tagging and Validation of Properties shall be conducted on June 18, 2026 at the SDO Conference Hall.
2. To accommodate all concerned personnel, the orientation shall be conducted in two batches:
  - Morning Session: 9:00 - 10:30 a.m.
  - Afternoon Session: 2:30 - 4:00 p.m.
3. Personnel who are unable to attend the morning session are required to attend the afternoon session.
4. The activity aims to guide the proper tagging, identification, and validation of government properties to ensure the accuracy and completeness of property records and reports.
6. For guidance and compliance.

**JAY S. MONTEALTO, CESO V**  
Schools Division Superintendent



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