



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

Office of the Schools Division Superintendent

MEMORANDUM

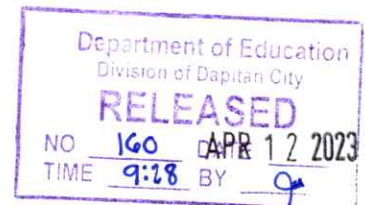
No. 160, s. 2023

To: **OIC - Assistant Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
All Others Concerned

From: **DANNY B. CORDOVA, EdD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **SUBMISSION OF REQUIRED DOCUMENTS FOR ALL CONSUMABLES, SEMI-EXPENDABLES, AND PROPERTIES DONATED/DELIVERED DIRECTLY TO SCHOOLS FROM PTA, INTER-AGENCIES, INTRA-AGENCIES, LGU AND OTHER PRIVATE ENTITIES**

Date: April 3, 2023



1. Pursuant to the *COA AOM No. 2023-05(22) re: Accuracy and existence of the agency's Property, Plant and Equipment (PPE) account as of December 31, 2021, with carrying amount of P171,163,131.51, cannot be fully relied upon due to (b) Unrecorded Dental Chairs - P941,741.80, which is not in accordance with the pertinent provisions of COA Circular No. 2020-006 dated January 31, 2020, Sec. 3, 5, 14 and 27 of Chapter 10, Volume I of the GAM for NGAs, Item VI – B, paragraph 7 and 8 of the Guidelines on the Implementation of the School Dental Health Care Program (SDHCP) for SY 2020-2021 per DepEd Order No. 41, s. 2020 dated December 21, 2020 and item 4 of COA Circular No. 2022-004 dated May 31, 2022 thereby, understating the total PPE account by at least P219,056.80 dated February 7, 2023, all schools in the Schools Division of Dapitan City are directed to submit to the Division Office the original copy/ies of Delivery Receipts and copy/ies of Inventory Transfer Report, Property Transfer Report, Inspection and Acceptance Report, and other documents including but not limited to Proof of Deed of Donation/s of all consumables, semi-expendables, and properties donated/delivered directly to schools from PTA, Inter-Agencies, Intra-Agencies, LGU and other Private Entities using the prescribed template from Government Accounting Manual for National Government Agencies.*
2. The sample of the prescribed template/s from Government Accounting Manual for National Government Agencies can be accessed through this link <http://tiny.cc/oin4vz>. Please fill out the necessary information/s indicated in the form.
3. Immediate dissemination of and strict compliance with this Memorandum is desired.



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