



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

Office of the Schools Division Superintendent

17 January 2023

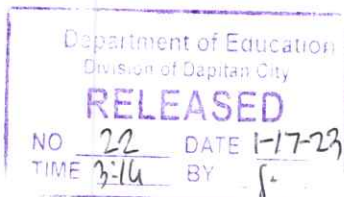
MEMORANDUM

No. 22, s. 2023

To: Public Schools District Supervisors
Elementary School Principals
Secondary School Heads
This Division

1. Property, Plant, and Equipment (PPE) generally constitute a significant portion of the government's total assets, usually comprising more than fifty percent. In order to update the Division Property Records, you are advised to furnish the Supply Section of this division photocopy of the documents (such as Deed of Donation, Deed of Acceptance, etc.) of all PPEs from the DepEd Central Office, Regional Office, and other agencies.
2. The Supply Unit shall reconcile the updated property records with the accounting records to come up with the reconciled balances of PPE accounts to be considered as the correct balance of the agency's PPEs.
3. For guidance and compliance.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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