



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

**Office of the Schools Division Superintendent**

June 13, 2023

**MEMORANDUM**

No. 278, s. 2023

To: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Education Program Supervisors  
AO V, Unit/Section Heads  
All Accountable Officers & Other Concerned

**SUBMISSION OF EXISTING PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR) FOR PROPERTY, PLANT AND EQUIPMENT (PPE) AND INVENTORY CUSTODIAN SLIP (ICS) FOR SEMI-EXPENDABLE PROPERTIES.**

1. Accountable Officers are required to submit existing **PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR) and INVENTORY CUSTODIAN SLIP (ICS)** of Property, Plant & Equipment and Semi-Expendable Properties procured from Central Office, Regional Office, Division Office, Local Government Unit and Donations for renewal and reconciliation of the said forms.
2. Actual inventory of these units are to be scheduled as soon as possible.
3. Forms shall be submitted to the Supply Office of this division on June 16, 2023 through the Unit/Section Heads, Property Custodian /Supply Officer Designate.
4. All concerned personnel are enjoined to prepare the necessary documents.
5. Immediate dissemination and strict compliance of this memorandum is desired.

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



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Department of Education  
Division Office - Dapitan City

RELEASED

NO. 278 DATE JUN 13 2023  
TIME 1:14 BY 8