



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

Office of the Schools Division Superintendent

14 August 2023

**DIVISION MEMORANDUM**

No. 393, s. 2023

**SUBMISSION OF ANNEX A REPORT**

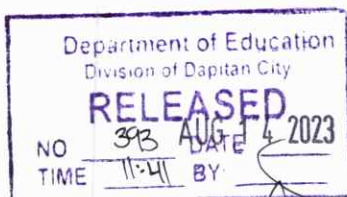
To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisor and Principal-In-Charge of the District  
Public Elementary and Secondary School Heads  
School Property Custodians  
All Others Concerned

1. This has reference to Division Memorandum No. 18 s. 2023 re: Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE items, for the One-Time Cleansing of PPE Account Balances of Government Agencies, **this office is hereby enjoined all Administrative Officers II/designated School Property Custodians of Non-Implementing Units to submit three (3) hard copies of Annex A report to the Supply Unit of the Division Office duly signed by the School Principal/School Head/Teacher-In-Charge and the designated Property Custodian using the data gathered during the One-Time Cleansing conducted last May-June 2023.**

2. Anent this, the above-mentioned personnel must follow the template provided by the Supply Unit that can be downloaded through this link: <https://tinyurl.com/32y6d7rd> and are advised to separate the sheets for different PPE Account Group (please see attached). The deadline for submission is on/before August 18, 2023.

3. Widest dissemination of this memorandum is hereby enjoined.

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



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**Property, Plant and Equipment (cost ₱50,000.00 and above)**

Land	→ Land
Buildings and Other Structures	→ Buildings → School Buildings(BLSB, Marcos-Type, etc.) → Hospitals and Health Centers → Markets → Slaughterhouses → Hostels and Dormitories → Other Structures ( example: outdoor stage, covered court, evacuation area)
Machinery and Equipment	→ Machinery → Office Equipment → Information and Communications Technology Equipment (laptops, printer) → Agricultural and Forestry Equipment → Marine and Fishery Equipment → Airport Equipment → Communication Equipment → Construction and Heavy Equipment → Disaster Response and Rescue Equipment → Firefighting Equipment and Accessories → Flood and Rescue Equipment → Earthquake Rescue Equipment → Volcanic Eruption Rescue Equipment → Landslide Rescue Equipment → Volcanic Eruption Rescue Equipment → Medical Equipment → Printing Equipment (photocopier machine) → Sports Equipment → Technical and Scientific Equipment → Other Machinery and Equipment (example: Water Tanks, Rain Catchers)
Transportation Equipment	→ Motor Vehicles → Trains → Aircrafts and Aircrafts Ground Equipment → Watercrafts → Other Transportation Equipment
Furniture, Fixtures and Books	→ Furniture and Fixtures (tables, Cabinets, sala sets, airconditioning unit) → Books