



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

Office of the Schools Division Superintendent

January 23, 2025

**DIVISION MEMORANDUM**

No. 98, s. 2025

To: **Medar E. Padao**  
Administrative Officer II

**Marie D. Medija**  
Administrative Officer II

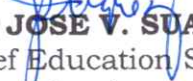
**Jhonalyn Macapañas**  
Administrative Officer II

**Camille C. Gaburno**  
Administrative Officer II

**Charmaine Marie S. Cagandahan**  
Administrative Officer II

1. In the exigency of service and in compliance with COA Circular No. 2020-0062 which is issued for **one-time cleansing** of PPE account balance, you are advised to report to the Division Supply Office to assist in the finalization of Report on the Physical Count of Property, Plant and Equipment (RCPPE) on January 24, 2025. The RCPPE shall be submitted to the Commission on Audit (COA) on January 31, 2025.
2. For guidance and compliance.

For the Schools Division Superintendent:

  
**VICENTE JOSE V. SUAREZ II, EMD**  
Chief Education Supervisor  
Curriculum Implementation Division  
Officer-In-Charge  
Office of the Schools Division Superintendent

