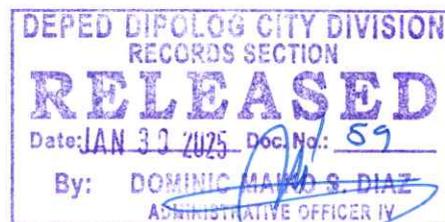




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



January 30, 2025

DIVISION MEMORANDUM

No. 59, s. 2025

REITERATION OF THE ONE-TIME CLEANSING OF PPE ACCOUNT BALANCES AND RECONSTITUTION OF THE DIVISION INVENTORY COMMITTEE

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISORS
DIVISION ACCOUNTANT
DIVISION ADMINISTRATIVE OFFICER V (ADMIN SERVICES)
DIVISION SECTION/UNIT HEADS
ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
SCHOOL ADMINISTRATIVE OFFICERS II
SCHOOL SUPPLY OFFICER DESIGNATES
All Others Concerned
This Division

1. Pursuant to COA Circular No. 2020-006 dated January 31, 2020 with the subject 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 Balance of Government Agencies, where the full document can be downloaded from this link: https://www.coa.gov.ph/wpfd_file/coa-circular-no-2020-006-january-31-2020/.
2. Hence, relative to the aforementioned issuance, this Division reiterates and directs all schools, offices and personnel concerned to ensure compliance with the guidelines set forth by COA; such as but not limited to the following:
 - a. Creation of Inventory Committee
 - b. Preparation of Physical Inventory Plan (PIP)
 - c. Physical Count of all PPE, whether acquired through purchase or donation, including those constructed by administration and found at station
 - d. Prescribed Forms and Templates (Annexes A, A1 to A10, B, C, & D)
 - e. Procedures in the Receipt, Inspection, Acceptance and Recording Deliveries of Semi-Expendable Property (Annexes B)
3. Moreover, all concerned schools and offices shall provide an updated Physical Count, both in electronic copy (Excel) and signed hard copy, with the cut-off date as of December 31, 2024.



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4. The validation of the physical count report is scheduled on February 03 to 07, 2025; the validation team shall communicate directly to the concerned school heads as to their respective schedule.
5. Moreover, kindly refer to the enclosure for the following:
 - a. Reconstituted Inventory Committee
 - b. Reconstituted BAC for Disposal
6. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

Schools	Inventory
COA	Disposal

ADC/20250130-DM-Recon-Validators
January 30, 2025

ENCLOSURE 1: INVENTORY COMMITTEE AND BAC FOR DISPOSAL

INVENTORY COMMITTEE	
Positions/Function	Officer/Personnel Responsible
Chairperson	Asst. Schools Division Superintendent
Vice Chairperson	Administrative Officer V (Admin)
Members	
Checkers and Counters	Division Office: <ul style="list-style-type: none"> • Administrative Officer IV (Property & Supply) • Administrative Aide VI (Property & Supply)
	ALS Centers (North, South, East, West) <ul style="list-style-type: none"> • 2 Education Program Specialist II (for ALS)
	Schools: <ul style="list-style-type: none"> • School Heads • Administrative Officer II • Designated Supply Officer
Validators	Division Office: <ul style="list-style-type: none"> • Administrative Officer IV (Records) • Accounting Personnel Representative • Administrative Aide VI (respective functional division, section, and/or unit)
	Schools & ALS Centers (Team A): <ul style="list-style-type: none"> • Education Program Supervisor (for SGOD) • Planning Officer II • Accounting Personnel Representative • Public Schools District Supervisor (respective schools)
	Schools & ALS Centers (Team B): <ul style="list-style-type: none"> • Engineer III • Senior Education Program Specialist (SMME) • Accounting Personnel Representative • Public Schools District Supervisor (respective schools)
	School Buildings and Furniture: <ul style="list-style-type: none"> • Education Program Supervisor (for SGOD) • Attorney III • Accountant III • Engineer III • Planning Officer II
Taggers	Schools <ul style="list-style-type: none"> • School Heads • Administrative Officer II
	Division Office <ul style="list-style-type: none"> • Administrative Officer IV (Property & Supply) • Administrative Aide VI (Property & Supply)

BIDS AND AWARDS COMMITTEE FOR DISPOSAL	
Positions/Function	Officer/Personnel Responsible
Chairperson	Education Program Supervisor (Mathematics)
Members	Project Development Officer I (Andrew Homil Elumbaring) Administrative Officer II (Olingan Elementary School)



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