DIVISION MEMORANDUM
NO. 257, s. 2017

DIVISION CONFERENCE ON STANDARDIZED ACCOMPLISHMENT REPORT FOR PHYSICAL INVENTORY OF PPE (PROPERTY, PLANT & EQUIPMENT) AND OTHER INVENTORIES USING THE ASSET REGISTRY TEMPLATE

TO: Public School District Supervisors
   Public Elementary and Secondary School Heads (including TCs)
   District and School Property Custodians

The field is hereby informed on a Standardized Accomplishment Report for Physical Inventory of PPE (Property, Plant & Equipment) and Other Inventories using the emailed Asset Registry Template from the Property Division, DepEd - Central Office.

In connection to the above concern, it is advised that all public elementary and secondary school property custodians will have a meeting in the Conference Room of Digos City Division Office based on the scheduled dates below:

1. Mt. Apo District – April 20, 2017 (8:00 a.m. – 12:00 a.m.)
2. Oriental District – April 20, 2017 (1:00 a.m. – 5:00 a.m.)
3. Occidental District – April 21, 2017 (8:00 a.m. – 12:00 a.m.)
4. Secondary Schools – April 21, 2017 (1:00 a.m. – 5:00 a.m.)

Participants should bring Laptops.

Travelling expenses of the participants shall be chargeable against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.

For your information and compliance.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent