DIVISION MEMORANDUM
NO. 278, s. 2017

TWO-DAY INTENSIVE DIVISION SEMINAR – WORKSHOP OF SCHOOL PROPERTY CUSTODIANS
FOR STANDARDIZED ACCOMPLISHMENT REPORT OF PHYSICAL INVENTORY ON PPE
(PROPERTY, PLANT & EQUIPMENT) & OTHER INVENTORIES USING ASSET REGISTRY
TEMPLATE

TO: Public School District Supervisors
    Public Elementary School Heads
    Public Secondary School Heads
    District and School Property Custodians

In view of the implementation of the Standardized Accomplishment Report for Property
Inventory on Property, Plant, and Equipment (PPE) and other Inventories using the Asset
Registry Template, the field is hereby informed of a Two-Day Intensive Division Seminar –
Workshop which will be scheduled on April 25-26, 2017 at Ramon Magsaysay Central Eleh. School.

In view of this, the School Property Custodians are advised to attend. The participants are
required to bring updated Inventory Reports on PPE and Physical Count Of Inventories Reports
along with a piece of Pocket Wi-Fi and Personal/Government issued Laptop.

Travelling Expenses shall be chargeable against School MOOE/Local Funds subject to usual
accounting and auditing rules and regulations while meals and snacks shall be provided by the
participants.

Further, each participant will be granted with two (2) days Service Credits as per DepEd Order
No. 53, s. 2003.

For your information and compliance.

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