

Republic of the Philippines

Department of Education REGION VII – CENTRAL VISAYAS Schools Division of Cebu Province

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. <u>548</u>, s. 2023

SUBMISSION OF YEAR-END INVENTORY AND PROPERTY REPORTS FOR FY 2023

To : Public Schools District Supervisors/OICs

Elementary and Secondary School Heads/TICs

District/School Property Custodians

Administrative Officer II
All Others Concerned

- 1. The field is hereby informed of the submission of the updated Annual Report on the Physical Count of Property, Plant and Equipment (RPCPPE) (Appendix 73) and Property Acknowledgement Receipt (PAR) (Appendix 71) whether acquired through purchase or donation, including those constructed by administration and found at station, in compliance with the Year-End Inventory and Property Reporting for FY 2023.
- 2. In this regard, all schools under the Division of Cebu Province are required to prepare their respective RPCPPEs to be consolidated by the District Property Custodians for both elementary and secondary schools except for implementing units. Consolidated report of RPCPPEs (in excel copy) and PARs (in scanned copy) per District are expected to be submitted to the Division Supply Officer through the email address depedcebusupply@gmail.com not later than December 26, 2023. The data cut-off shall be for the last item/s acquired as at December 15, 2023.
- 3. Relative to this, all PPEs must be supported with PARs not exceeding three (3) years from issuance thereof (GAM Vol. 3, Ch. 10, Sec.21) and must be referenced in conformity with the Standard Property Numbering System stipulated in COA Circular No. 2020-006. Central school reports shall cover all PPEs contained in the District Office while PPEs in the Sub-Offices shall be separately reported by the District Property Custodians assigned in the respective area.
- 4. Administrative Officers II stationed in the district offices and school clusters are expected to render their service as District/School Property Custodians not earlier than the date of his/her assumption to duty, hence, nullifying the effectivity of the latest designation of the teaching personnel designated for custodianship works. However, in the absence of any administrative officer assigned in the school or district, a teaching personnel may be designated as property custodian which entitles the latter to a service credit grant in accordance with the stipulations of DepEd Memorandum No. 328, s. 2009, over the course of his/her custodianship duty.

- 5. Due to various issues of data inaccuracy following the initial cleansing of unserviceable properties during the midyear property inventory, custodians are also hereby required to update and verify the reliability of quantity and conditions of unserviceable items requested for disposal for final COA endorsement. No item/s deemed and reported as unserviceable during the application process shall be reconditioned again for use in part or in full, therefore extending its service potential. Any or all the following conditions shall constitute disposable property, to wit (DBM NBC No. 425, s. 1992):
 - Property which can no longer be repaired or reconditioned
 - Property whose maintenance cost/costs of repair more than outweighs the benefits and services that will be derived from its continued use
 - Property that has become obsolete or outmoded because of changes in technology
 - Serviceable property that has been rendered unnecessary due to change in the agency's functions or mandate
 - Unused supplies, materials and spare parts that were procured in excess of requirements
 - Unused supplies and materials that have become dangerous to use because of long storage or use of which are determined to be hazardous.

6. For immediate, widest dissemination and guidance of all concerned.

SENEN PRISCILO P. PAULIN, CESO V

Schools Division Superintendent



Address: IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: (032) 255-6405

Email Address: cebu.province@deped.gov.ph

Regulation of the Addition Region VII, Central Visuous DIVISION OF CEBU PROVINCE District of

CONSOLIDATED REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE) As at December 31, 2023

			è		,				,						School ID No.
														1, 1, 2, 1	School Name
4															Name of Accountable Officer (as per PAR)
															Date of Acquisition
1061001000	1060701000	1060601000	1060599000	1060514000	 000813000	1060512000	1060511000	1060509000	1060507000	1060503000		1060502000	1060305000	1060304000	UACS Object Code
Heritage Assets/Historical Buildings	Furniture and Fixtures	Transportation Equipment	Other Machinery & Equipment	Technical and Scientific Equipment	Sports Equipment	Printing Equipment	Medical Equipment	Disaster Response and Rescue Equipment	Communications Equipment	Information and Communications Equipment		Office Equipment	Power Supply Systems	Water Supply Systems	Туре об РРЕ
															Article
															Item Description (Include Serial Nos. if any)
			-												Property No.
			* 4 *},												Unit of Measure
												P.H.			Unit Value
															Quantity Per Property Card
											,				Quantity Per Physical Count
										7			de (s		Fund Cluster
7.									- 1						Remarks

Republic of the Philippines

Department of Education

REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province
District of _____

Appendix 71

PROPERTY ACKNOWLEDGMENT RECEIPT

Entity Nam Fund Cluste	r:			PAR No.:							
Quantity	Unit	Description	Property Number	Date Acquired	Amount						
					· · · · · · · · · · · · · · · · · · ·						
											
		······································			······································						
		, , , , , , , , , , , , , , , , , , , 									

Receive	ed by:		Issued by:								
Si	gnature Over Pr	inted Name of End User	Signature (Signature Over Printed Name of Supply and/or Property Custodian Position/Office							
	Posit	ion/Office									
		Date		Date							