



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. 548, 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 PRISCOLO 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

