

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Schools Division of Digos City
Digos City

April 17, 2017

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 TICs)
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

JepEd Schools Division of Digo:
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