

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

April 20, 2017

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

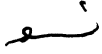
In view of the implementation of the Standardized Accomplishment Report for Property Inventory on Property, Plant, and Equipment (PPE) and other Inventories using the Asset Registry Template, the field is hereby informed of a Two –Day Intensive Division Seminar – Workshop which will be scheduled on April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

DepEd Schools Division Office
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