



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 036 s. 2024

To : Public Elementary/Secondary School Heads
Inventory Committee for the One-Time Cleansing
Unit/Section Heads
Schools AO's and ADAS
All Others concerned

Subject: **Conduct of Training Session: Streamlining Property, Plant and Equipment Through One-Time Cleansing**

Date : May 14, 2024

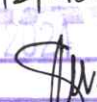
Pursuant to the Commission on Audit Circular No. 2020-006 dated January 31, 2020 entitled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies", this office hereby informs of a face to face conduct of **Training Session: Streamlining Property, Plant and Equipment Through One-Time Cleansing at Schools Division Office Conference Hall, DepEd Digos City on May 21, 2024 (Tuesday) 8:00 AM – 5:00PM.**

Transportation, lunch and snacks of the school participants shall be charged to Local/Schools MOOE/Funds subject to usual accounting and auditing rules and regulations.

Please see the attached List of Participants and Activity Matrix for your ready reference. Further, be reminded that attendance is a must.

For information and compliance with by all concerned.

DepEd Schools Division of Digos City
RECORDS SECTION

24-121787
DATE: MAY 16 2024 TIME: 11:50am
BY: 


MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent 

List of Participants:

Sollie Oliver Bernardino - SGOD Chief
Francis Jude Alcomendras – Head of Administrative Unit
Noreliza A. Misal - Accountant III
Heidi B. Escalona - AMU Head – Designate
Ruben Evaretta - CID Representative
Stephen Pascual - ICT – related Equipments
Engr. Helen Franconas - Building and Other Structures
Jasmine Asarak - Medical, Dental and Laboratory Equipment
Jose Israel Meravilles - SGOD Representative
Guy Maraasin - Admin/HR Representative
Renante Pantonial - Validator
Joel Estomo - Validator
Ethel Calva - Secretariat
Giselle Gonzales - Secretariat
Marcelino Ranollo - Checker/Counter
Juvy A. Cardinez - Checker/Counter
Derict M. Rebusto - Checker/Counter
Rotsen Gayud - AMU Personnel/Tagger

(31) School AOs/ADAS/Property Custodian

SALAZAR, MARIA LEONORA PACIENCIA
ENANORIA, MAY ABEGUIL LUMANTAO
PAGAYON, MA. BERNADETTE VILLARAN
CARDINES, JUVY ALTAMERA
GONZALES, SHARON ANN IYOG
EBOL JR., DANILO MALBUESO
BENGIL, JESSRAEL TORREGOZA
ALCAIDE, ROSETER CATUBAY
LOMA, ALJUN JAY ALABATA
YMALAY, ALNIE FE VILOS
ROSALITA, MARY SOL SAYSON
IGLESIAS, JAY-AR SABIO
RABAYA, BONAFE CATHRINE BURGOS
BETERBO, MARICHU CAPITAN
BARITUA, JANICE CAGALITAN
ACEDILLA, DANICA LAGUNSAY
RANARA, GERALDINE MONTEZA
LOYOLA, QUMRAN MUGOT
SOLON, HELENA ORDANEZA
NAHINE, HADLEY TOLEDO
GONZALES, GISELLE DONALVO
EVARRETTA, KARYL ANTONIO
AREVALO, DE JEAN GRAGASIN
DURAN, INA ABIGAIL ALZATE
CASONO, ELJANE GHOL

BAROTOC, NARELHIND BUAT
MABINI, MARK JAYSON CUTA
BACAMANTE, RAMEL ROJO
ORTIZ, MANNE JAMES REPUSALA
CAMINGAWAN, JOHN PAUL ROJO
GINA C. YULIN

ACTIVITY MATRIX:

8:00 - 9:00	Attendance	AMU personnel
9:00 - 9:30	Prefatories -National Anthem -Opening Prayer -Regional Hymn -Digos City Hymn	AMU personnel
9:30 - 10:00	Message	Maria Genevieve T. Francisquete ASOS
10:00 - 12:00	Discussion on COA Circular No. 2020-006: Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies	Resource Speaker
12:00 - 1:00	Lunch Break	
1:00 - 3:00	Discussion on COA Circular No. 2022-004: Guidelines on the Implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639, also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022, relative to the increase in the Capitalization threshold from Php15,000.00 to Php50,000.00	Resource Speaker
3:00 - 5:00	Orientation/Workshop on the Forms to be used during the One-time cleansing activity	Heidi B. Escalona

Prepared by:


Heidi B. Escalona
Division Supply Officer - Designate

Recommending Approval:


Francis Jude D. Alecomendras
Administrative Officer V

Approved by:


Melanie F. Estacio, CESO VI
OIC-Schools Division Superintendent