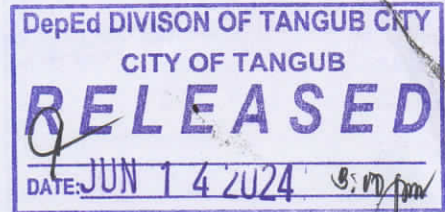




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



May 21, 2024

DIVISION MEMORANDUM

No. 209, s. 2024

**DIVISION COMMITTEE FOR THE CONDUCT OF PHYSICAL COUNT OF
 PROPERTY, PLANT AND EQUIPMENT (PPE)**

To: Assistant Schools Division Superintendent
 CID and SGOD Chief Education Supervisors
 Education Program Supervisors
 Public Schools District In- Charge
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. Pursuant to the Commission on Audit (COA) Circular No.2020-006 dated January 31, 2020, this Office issued memorandum for the Division Committee to conduct Physical Count of Property, Plant and Equipment to ensure the efficient taking for purposes of recognition of PPE items found at the station and disposition for non-existing / missing PPE items, for one-time cleansing of PPE account balances at the Schools Division of Tangub City.

PHYSICAL INVENTORY COMMITTEE AND FUNCTIONS

Name /Designation	Duties and Responsibilities
ERLINDA G. DAEL Chairman	Ensure that the inventory taking activities are executed in accordance with the approved PIP
DELMA R. DENAPO Co- Chairman	
ALDEN M. ANTONIO Member RONIE E. SENARILLOS Member ELEANOR A. BELLINGAN Member ANNA DAPHNE C. MURAR Member BINEPIE M. TAPAO Member WILSON A. OZARAGA Member	Responsible for the actual count to ascertain the existence, completeness and condition of all PPEs owned by the Department of Education/ government agency Plan/ strategize the conduct and complete the physical inventory within the prescribed period Prepare a Physical Inventory Plan (PIP) containing, the specific assignments/duties of the committee members including the schedule specifying the dates and locations



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	Submit the approved PIP to the COA Audit Team at least (10) calendar days before the schedule start of inventory taking activities
	Shall relieved of all their regular duties to devote their full time in the conduct of the physical inventory taking until the same is completed
	Perform their respective tasks to ensure transparency, efficiency, and strict conformity with the rules, regulations, and policy in the conduct of inventory activities in this Office.
Supply and Property Unit 1. Ronie E. Senarillos 2. Jestine Mae F. Tagaan 3. Wilson Lopez	Ensure that the PCs are updated by posting all unrecorded acquisition/receipt, issues/transfer and disposal of PPE, if any
	Prepare a final list of PPE's found at station for those items described as found at station/school in the RPCPPE
	Prepare PCs for items of PPEs found at station
	Prepare a List of Non-Existing / Missing PPEs for items described as non-existing or missing in the RPCPPE as well as those with PCs and PAR on file but not included in the RPCPPE
	Follow the procedure s for the disposition of non-existing /missing PPEs provided paragraph 7 of COA Circular 2020-006
	Preparation of new/renewal of PARs
	Work together with Accounting Unit to reconcile the PCs with the Property, Plant and Equipment Ledger Card (PPELC) maintained by the Accounting Unit
	Preparation of Inventory and Inspection Report of Unserviceable Property (IIRUP) for all PPEs found unserviceable, obsolete and /or no longer needed
Accounting Unit 1. Anna Daphne C. Mugar 2. Christine F. Burlat 3. Anna Lou B. Flores	Take up the necessary accounting entries to recognize PPEs found and prepare/maintain corresponding PPELCs based on the List of PPEs Found at Station
	Take up the necessary accounting entries to recognize loss of PPE and to set up the corresponding receivables from the concerned accountable officer/personnel



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SCHOOLS DIVISION OF TANGUB CITY

	<p>pursuant to paragraph 7.8 and 7.9 of COA Circular 2020-006</p> <p>Work together with the Supply and Property Unit to reconcile the PPELCs/ Subsidiary Ledgers (SLs) with the PCs maintained by the Supply and Property Unit</p> <p>Updating the PPELCs as necessary during reconciliation</p> <p>Take up the necessary accounting entries to write -off/drop from the books of accounting the remaining balances of amounts lumped under the Unreconciled SL/Reconciled SL for PPEs</p> <p>Ensure that the total balance of PPELCs/SLs tally with the balances of controlling PPE accounts in the General Ledger</p>
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2. The Inventory Committee shall submit the Financial Annual Report of Physical Count of Property, Plants and Equipment (RPCPPE) to the Office of the Commission on Audit for the approval of derecognition, findings and reconciliation of the actual inventory.
3. The entire inventory shall be witnessed by the Commission on Audit (COA) Auditor or any members of his/her audit team.
4. Enclosed is the schedule of Physical Inventory per school.
5. For guidance and compliance.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *Shambae*

SAAU/drd/05-23-24



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Enclosure No. 1 of Division Memorandum
No. 209s, 2024

SCHEDULE OF INVENTORY AS OF JUNE 2024

June 17, 2024-Monday

8:00-10:00 AM Matugnao ES
10:00-12:00 AM Simasay ES
1:00-3:00 PM Simasay NHS
3:00-5:00 PM Kampit ES

June 18, 2024-Tuesday

8:00-10:00 AM Owayan ES
10:00-12:00 AM Silangit NHS
1:00-3:00 PM Silangit ES
3:00-5:00 PM Guinabot ES

June 19, 2024-Wednesday

8:00-10:00 AM San Vicente ES
10:00-12:00 AM Tugas ES
1:00-3:00 PM Sumirap NHS
3:00-5:00 PM Sumirap CS

June 20, 2024-Thursday

8:00-10:00 AM Balatacan Beach PS
10:00-12:00 AM Balatacan ES
1:00-3:00 PM Bocator ES
3:00-5:00 PM Panalsalan ES

June 21, 2024-Friday

8:00-10:00 AM Sicof ES
10:00-12:00 AM Paiton IS
1:00-3:00 PM Guinalaban ES
3:00-5:00 PM Tumatyag PS

June 24, 2024-Monday

8:00-10:00 AM Bintana IS
10:00-12:00 AM Pangabuan IS
1:00-3:00 PM Pangabuan Beach ES
3:00-5:00 PM Lorenzo Tan CS

June 25, 2024-Tuesday

8:00-10:00 AM San Antonio ES
10:00-12:00 AM Taguite ES
1:00-3:00 PM Vidasto Carillo ES
3:00-5:00 PM Caniangan NHS

June 26, 2024- Wednesday

8:00-10:00 AM Prenza ES
10:00-12:00 AM Lorenzo Tan NHS
1:00-3:00 PM Aquino ES
3:00-5:00 PM Labuyo ES

June 27, 2024-Thursday

8:00-10:00 AM Baluc ES
10:00-12:00 AM MATHS
1:00-3:00 PM Kimat ES
3:00-5:00 PM Sto. Nino

June 28, 2024-Friday

8:00-10:00 AM Bongabong ES
10:00-12:00 AM Bongabong NHS
1:00-3:00 PM Katagan ES
3:00-5:00 PM Lumban ES



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July 1, 2024-Monday

8:00-10:00 AM Kauswagan ES
10:00-12:00 AM Polao IS
1:00-3:00 PM Brgy Tres ES
3:00-5:00 PM Sta. Cruz ES

July 2, 2024-Tuesday

8:00-10:00 AM Hoyohoy ES
10:00-12:00 AM Banglay ES
1:00-3:00 PM Banglay NHS
3:00-5:00 PM Villaba ES

July 3, 2024-Wednesday

8:00-10:00 AM Salimpuno ES
10:00-12:00 AM Tituron ES
1:00-3:00 PM Capalaran West ES
3:00-5:00 PM Manga ES

July 4, 2024-Thursday

8:00-10:00 AM Capalaran ES
10:00-12:00 AM Sta. Maria NHS
1:00-3:00 PM Sta. Maria CS
3:00-5:00 PM Minsubong ES

July 5, 2024- Friday

8:00-10:00 AM Isidro D. Tan ES
10:00-12:00 AM Maquilao IS
1:00-3:00 PM Garang ES
3:00-5:00 PM San Apolinario ES

July 8, 2024-Monday

8:00-10:00 AM Silanga ES
10:00-12:00 AM Maloro IS
1:00-3:00 PM Tangub City CS
3:00-5:00 PM Bitoon PS

July 9, 2024-Tuesday

8:00-10:00 AM TCNHS



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