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Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

07 June 2021

DIVISION MEMORANDUM

No. 140, s. 2021

**SUBMISSION OF 2021 PROPERTY, PLANT AND EQUIPMENT (PPE) REPORT
AND CREATION OF DISTRICT INVENTORY TEAM**

To: Public Schools District Supervisors
Elementary School Principals
Elementary Property Custodians
All Others Concerned

1. In compliance with the 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, this division, relative to the continuing efforts in Asset Management and as a reportorial requirement of the Commission on Audit, the field is hereby directed to submit Property, Plant and Equipment (PPE) report on or before October 15, 2021.
2. Moreover, all Districts shall create their respective Inventory Team to take the role and responsibilities of supervising the inventory and submission of RCPPE per school and consolidated RCPPE of the District.

The Team shall be composed of the following:

- a.) District Administrative Officer – Team Leader
 - b.) Principal - Member
 - c.) School Property Custodian - Member
3. For immediate dissemination, proper guidance and strict compliance of all concerned.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: None

Reference: COA Circular No. 2020-006

To be included in the Perpetual Index
under the following subjects:

INVENTORY
REPORT

PROPERTY, PLANT AND EQUIPMENT

DM 2021 Submission Of 2021 Property, Plant And Equipment (PPE) Report
1-3-3/AVT 08-06-2021



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