



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

January 18, 2023

DIVISION MEMORANDUM

No. 021, s. 2023

CREATION OF DIVISION PPE INVENTORY COMMITTEE

TO: Assistant School Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Others Concerned

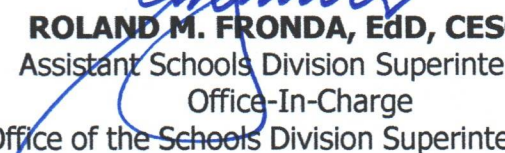
1. In compliance with, section 38, chapter 10 Volume 1 of the Government Accounting Manual (GAM) that requires that the physical count of Property, Plant and Equipment should be conducted as follows: **"The entity shall have a periodic count of PPE which shall be done and presented on the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) on December 31 each year"**.
2. The PPE Reconciliation Committee and its composition shall perform and fulfill the following purpose:
 - a. Conduct of periodic count of PPE
 - b. Reconciliation of RPCPPE with the Accounting and Property Records through their PPE Ledger Card (PPELC)
3. The composition of the PPE Reconciliation Committee is as follows:

Chairperson: William Roderick R. Fallorin

Members: Myra V. Dilig
Ethel Joyce T. Bartolome
Dominique J. Viray
Richard M. Alboro
Merk Bryan A. Gragasin
Renato N. De Guia
Angela Fae V. Oriel

Assistant Schools Division Superintendent
Accountant III
Administrative Officer IV-Supply
Administrative Assistant II
Information Technology Officer I
Engineer III
Administrative Officer II
Accounting Clerk

4. Immediate and strict compliance with this Memorandum is desired.


ROLAND M. FRONZA, EdD, CESO VI
Assistant Schools Division Superintendent
Office-In-Charge
Office of the Schools Division Superintendent



"We Mould Heroes"

