



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

JUN 13 2025

DIVISION MEMORANDUM

No. 238, s. 2025

**ORGANIZATION OF COMMITTEES ON PPE MANAGEMENT IN COMPLIANCE
WITH REGIONAL MEMORANDUM ON THE STANDARD PROCEDURE FOR
PPE MANAGEMENT**

To: Assistant Schools Division Superintendent
Division Chiefs and Section Heads
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Under Regional Memorandum No. 672, s. 2024 titled, "Implementation Guidelines on the Standard Procedure for the Management of Property, Plant, and Equipment (PPE) of the Regional Office, Division Offices, and Public Schools", all schools and offices under the Schools Division of Bataan are hereby directed to organize committees that shall oversee the proper implementation of the standardized processes for PPE management.
2. The following committees are hereby mandated:

A. Committee on Physical Inventory

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|--------------------|----------------------------|--|
| Chairperson | Ethel Joyce T. Bartolome | Administrative Officer IV – Supply Officer |
| Members: | Marlon B. San Diego | Administrative Assistant II |
| | Aila Joja B. Consolacion | Administrative Aide VI |
| | James Paul P. Gatdula | Administrative Aide I |
| | Jessalyn Anne M. Linsangan | Senior Education Program Specialist |

Roles and Responsibilities:

- a. Conduct a simultaneous annual semi-virtual physical count of Property, Plant, and Equipment (PPE).
- b. Conduct pre-countorientation, distribute PPE count sheets in collaboration with the Accounting Section/Unit and the COA.



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- c. Organize Count Teams, counters, and validators.
- d. Collate the original copies of count sheets from Count Teams, duly signed by the counters and validators, as the basis for the preparation of RPCPPE.
- e. Prepare consolidated RPCPPE and forward it to the Head of Agency for approval.
- f. Forward approved RPCPPE and related IIRUP, if any, to the Committee on Reconciliation.

B. Committee on Reconciliation

| | | |
|--------------------|--------------------------|------------------------------|
| Chairperson | Myra V. Dilig | Accountant III |
| Members | Ethel Joyce T. Bartolome | Administrative Officer IV |
| | Paul John Dimla | Administrative Assistant III |
| | Marvie Santos | Administrative Assistant III |
| | Aila Joja B. Consolacion | Administrative Aide VI |

Roles and Responsibilities:

- a. Conduct a reconciliation workshop.
- b. Compare accounting records against RPCPPE and identify reconciling items.
- c. Collate supporting documents for the reconciling items to be used as the basis for the preparation of the adjusting JEV.
- d. Prepare consolidated reconciliation statements and present them during the reconciliation workshop.
- e. Submit reconciled consolidated RPCPPE, Reconciliation Statements, IIRUP, if any, and supporting adjusting JEV to the Office of the Resident COA Auditor.

C. Committee on the Assessment of Estimated Useful Life, Fair Market Value, and Impairment Loss of Properties

| | | |
|-------------------------|--------------------------|---|
| Chairperson | Armando C. Capili, EdD | Assistant Schools Division Superintendent |
| Vice-Chairperson | Ramon C. Perez | Chief, SGOD |
| Members | Pilar C. Ignacio | Administrative Officer V |
| | Myra V. Dilig | Accountant III |
| | Merck Bryan A. Gragasin | Engineer III |
| | Nico Mangaliman | Planning Officer III |
| | Ethel Joyce T. Bartolome | Administrative Officer IV |



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Roles and Responsibilities:

- a. Assess the remaining useful life of properties annually or whenever necessary.
- b. Assess and compute for impairment loss of properties annually or whenever necessary.
- c. Ensure recording of properties, particularly school buildings and other infrastructures, and determine a sound basis or fair market value in the absence of relevant documents.

D. Committee on Asset Disposal

| | | |
|-------------------------|--------------------------|---|
| Chairperson | Armando C. Capili, EdD | Assistant Schools Division Superintendent |
| Vice-Chairperson | Ramon C. Perez | Chief, SGOD |
| Members | Pilar C. Ignacio | Administrative Officer V |
| | Merck Bryan A. Gragas | Engineer III |
| | Ethel Joyce T. Bartolome | Administrative Officer IV |
| | Richard M. Alboro | ITO I |

Roles and Responsibilities:

- a. Inspection and inventory of unserviceable properties.
- b. Sign IIRUP and recommend the mode of disposal for approval of the Head of Agency.
- c. Conduct actual disposal of property based on approved IIRUP.
- d. Forward documents supporting the actual disposal of property to the Accounting Section/Unit for recording.

E. Asset Management Monitoring Team (AMMT)

| | | |
|-------------------------|----------------------------|---|
| Chairperson | Armando C. Capili, EdD | Assistant Schools Division Superintendent |
| Vice-Chairperson | Myra V. Dilig | Accountant III |
| Members | Pilar C. Ignacio | Administrative Officer V |
| | Ethel Joyce T. Bartolome | Administrative Officer IV |
| | Richard M. Alboro | ITO I |
| | Jessalyn Anne M. Linsangan | Senior Education Program Specialist |
| | Paul John Dimla | Administrative Assistant III |



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Roles and Responsibilities:

- a. Monitor and evaluate the implementation of the Standard Procedure on the Management of PPE throughout the region.
- b. Prepare and submit a monitoring and evaluation report.
- c. Conduct validation, verification, and investigation of noted violations in the implementation.
- d. Submit investigation report and recommendations for appropriate action.

3. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent