



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

DIVISION MEMORANDUM
No. 235, s. 2025

June 12, 2025

REITERATION OF REGIONAL MEMORANDUM NO. 194, s. 2025: CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to **Regional Memorandum No. 194, s. 2025**, titled "*Conduct of Physical Count of Property, Plant, and Equipment*", all schools and offices under the Schools Division of Bataan are hereby directed to conduct a **Physical Count of Property, Plant, and Equipment (PPE)** on the **last day of the 2025 Brigada Eskwela, June 13, 2025, starting at 9:00 a.m.** onwards.
2. The physical count shall be conducted in a hybrid setup. Each school and office shall perform the physical count onsite (face to face), while the monitoring and evaluation by the Asset Management Monitoring Team (AMMT), Observers, District Supervisors and Commission on Audit (COA) Auditors shall be done remotely via the **MS Teams Channel**.
3. The **SDO Committee on Physical Inventory**, along with the designated observers, is tasked to conduct the physical count in the following districts (covering all schools) on **June 13, 2025**:
 - o **Abucay District**
 - o **Samal District**

Committee on Physical Inventory

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

Observer



Republic of the Philippines
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Chairperson	Myra V. Dilig	Accountant III
Members:	Paul John Dimla	Administrative Assistant III
	Marvie Santos	Administrative Assistant III

4. The physical count must be properly documented through the **PPE Physical Count Sheet**, accompanied by a **video**, and submitted to the **Committee on Physical Inventory** through the designated **online link**.



<https://tinyurl.com/SDOBTNPPEPhysicalCount2025>

5. Furthermore, pursuant to **Regional Memorandum No. 187, s. 2025**, titled "*Online Worksheets for Property, Plant, and Equipment Management*", all Schools Division Office (SDO) units and Implementing Units (IUs) are requested to submit their designated committees and completed PPE Count Sheets through the respective **online worksheets and folders**:

Online Worksheets:

Committee	Link
Committee on Asset Disposal	https://tinyurl.com/55udykww
Committee on Asset Management Monitoring Team	https://tinyurl.com/425sju4d
Committee on Physical Inventory	https://tinyurl.com/2dt2adtk
Committee on Reconciliation	https://tinyurl.com/2tdph8xj
Committee on Assessment of Estimated Useful Life, Fair Market Value, and Impairment Loss of Properties	https://tinyurl.com/yns3mw4p
Folder for Uploading Copy of Memorandum	https://tinyurl.com/37cedprs

PPE Count Sheet Submission

Division of Bataan

<https://tinyurl.com/2zj7kucf>

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


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



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

Enclosure No. _____



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM
No. 194, s. 2025

CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

To : Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department of Education Region III's thrust to ensure accurate recording, reporting, and management of government property, all Schools Division Offices (SDOs) and public schools are directed to conduct a Physical Count of Property, Plant, and Equipment (PPE) on the last day of the 2025 Brigada Eskwela, June 13, 2025, from 9:00 a.m. onwards.
2. The physical count will be conducted in a hybrid setup. Each school and office shall perform the physical count onsite (face-to-face), while the monitoring and evaluation by the Asset Management Monitoring Team (AMMT), Observers, District Supervisors, and Commission on Audit (COA) Auditors shall be done remotely via the MS Teams Channel. Further details and mechanics of the activity will be discussed during the Online Quarterly Conference of Regional and Division Budget Officers and Accountants on June 10, 2025.
3. All concerned personnel, particularly members of the following committees: a) Committee on Physical Inventory, b) Asset Management Monitoring Team (AMMT), and c) Brigada Steering Committee as set forth under Regional Memorandum No. 672, s. 2024, "Implementation Guidelines on the Standard Procedure for the Management of Property Plant and Equipment of the Regional Office, Schools Division Offices and Public Schools", are expected to perform their respective roles and responsibilities as outlined in the said memorandum. Full cooperation and adherence to the prescribed guidelines are required



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2201160

COMMITMENT TO
QUALITY MANAGEMENT LEVEL 1
2023



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



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

4. The results of the physical count must be documented and submitted to the respective SDOs for consolidation. Division Supply Officers shall ensure the timely submission of reports, together with the video, to the Regional Office through the links provided in Annex A on or before June 18, 2025.
5. Compliance is desired.


RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated
References: Regional Memorandum No. 672, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

PROPERTY MANAGEMENT

FIN1/fin2
June 5, 2025



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CSC Memorandum No. 2001000



PHILIPPINE QUALITY AWARD
CONTRIBUTES TO
QUALITY MANAGEMENT (LEVEL II)
2022