



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

AUG 28 2025

**DIVISION MEMORANDUM**

No. 354, s. 2025

**RECONSTITUTION OF THE SDO BATAAN ORGANIZATION OF COMMITTEES  
ON PROPERTY, PLANT AND EQUIPMENT (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**

<b>Chairperson</b>	Ethel Joyce T. Bartolome	Administrative Officer IV – Supply Officer
<b>Members:</b>	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



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

**Roles and Responsibilities:**

- Conduct a simultaneous annual semi-virtual physical count of Property, Plant, and Equipment (PPE).
- Conduct pre-countorientation, distribute PPE count sheets in collaboration with the Accounting Section/Unit and the COA.
- Organize Count Teams, counters, and validators.
- 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.
- Prepare consolidated RPCPPE and forward it to the Head of Agency for approval.
- Forward approved RPCPPE and related IIRUP, if any, to the Committee on Reconciliation.

**B. Committee on Reconciliation**

<b>Chairperson</b>	Myra V. Dilig	Accountant III
<b>Members</b>	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:**

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



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

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

<b>Chairperson</b>	Jerry Dimla Cruz, DEM, CESO VI	Assistant Schools Division Superintendent
<b>Vice-Chairperson</b>	Ramon C. Perez	Chief, SGOD
<b>Members</b>	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

**Roles and Responsibilities:**

- Assess the remaining useful life of properties annually or whenever necessary.
- Assess and compute for impairment loss of properties annually or whenever necessary.
- 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**

<b>Chairperson</b>	Jerry Dimla Cruz, DEM, CESO VI	Assistant Schools Division Superintendent
<b>Vice-Chairperson</b>	Ramon C. Perez	Chief, SGOD
<b>Members</b>	Pilar C. Ignacio	Administrative Officer V
	Merck Bryan A. Gragasin	Engineer III
	Ethel Joyce T. Bartolome	Administrative Officer IV
	Richard M. Alboro	ITO I



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

**Roles and Responsibilities:**

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

**E. Asset Management Monitoring Team (AMMT)**

<b>Chairperson</b>	Jerry Dimla Cruz, DEM, CESO VI	Assistant Schools Division Superintendent
<b>Vice-Chairperson</b>	Myra V. Dilig	Accountant III
	Pilar C. Ignacio	Administrative Officer V
<b>Members</b>	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

**Roles and Responsibilities:**

- Monitor and evaluate the implementation of the Standard Procedure on the Management of PPE throughout the region.
- Prepare and submit a monitoring and evaluation report.
- Conduct validation, verification, and investigation of noted violations in the implementation.
- 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

AD5



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.facebook.com/DepEdBataan](http://www.facebook.com/DepEdBataan)

[www.depedbataan.com](http://www.depedbataan.com)  
[bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

"We Mould Heroes"

