



Republic of the Philippines  
**Department of Education**

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

*Office of the Schools Division Superintendent*

May 26, 2023

DIVISION MEMORANDUM

No. 154, s. 2023

**REITERATION OF MEMORANDUM FROM DEPED CENTRAL OFFICE ASSET  
MANAGEMENT DIVISION DATED MAY 17, 2023, RE: SUBMISSION OF  
PROPERTY TRANSFER REPORTS (PTRs) THAT WERE DELIVERED  
BY THIRD PARTY LOGISTICS**

To: Public Schools District Supervisor  
School Heads  
School  
All others concerned.

1. Per the herein attached Memorandum dated May 17, 2023, Department of Education Central Office – Administrative Service – Asset Management Division issued by **ROBERT M. AGUSTIN**, Director IV referencing the issuance of the Commission on Audit regarding unreconciled Property Plant and Equipment (PPE) balances between Accounting and ADM records.
2. The School Property Custodians and/or the School Head, shall check the allocation list for delivered Technical Vocation Program and DepEd Computerization Program (DCP), Science and Mathematics Equipment, Technical-Vocational-Livelihood Program, Textbooks, Activity Sheets, School Furniture, thru this link: <https://bit.ly/3MfOwaa>
3. Should the Name of School appear in the list of recipients, Property Custodians and/or School Heads are directed to upload the Property Transfer Report (PTRs) to the following link on or before May 31, 2023: <https://bit.ly/41oZKNy>.
4. For your information and strict compliance.

  
**GAUDENCIO C. ALJIBE, JR. CESO VI**  
OIC-Schools/Division Superintendent

**RELEASED**  
108 5-26-23 3:10



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Republika ng Pilipinas  
**Department of Education**  
ADMINISTRATIVE SERVICE

**Asset Management Division**

**MEMORANDUM**

FOR : Division Supply Officers  
School Property Custodians

THRU : Regional Supply Officers

FROM : **ROBERT M. AGUSTIN**  
Director IV

SUBJECT : Request for copies of available Property Transfer Reports (PTR) that were delivered by the Third Party Logistics

DATE : May 17, 2023

This has reference to the issuance from the Commission on Audit regarding the unreconciled PPE balances between Accounting and AMD records. One of the recommendations was to:

*"Require the AMD to conduct an inventory on all PTRs which should have been received from the SDOs or recipient schools and require the latter to submit immediately all PTRs which shall be immediately furnished to the Accounting for the derecognition in its books."*

The Third Party Logistics service provider transmitted some PTRs in relation to the Technical-Vocational-Livelihood Program and the DepEd Computerization Program but has not submitted all the PTRs of items they have delivered already. This is the link for the allocation list of Science and Mathematics Equipment, Technical-Vocational-Livelihood Program, Textbooks, Activity Sheets, School Furniture, and DepEd Computerization Program for your easy reference: [bit.ly/3MfOwaa](https://bit.ly/3MfOwaa).

In this light, may we seek your assistance in providing the Asset Management Division copies of PTRs that your good office has by uploading them to this link: [bit.ly/41oZKNy](https://bit.ly/41oZKNy) on or before May 31, 2023. A powerpoint presentation is uploaded in the folder to serve as guide on the parts of a PTR. Please upload .pdf copies of the PTR and change the filename or rename the file to the school ID.

Should you have any further queries, your staff may contact Mr. Marc Louie Licos through telephone number 8635-0551 or electronic mail address [as.amd@deped.gov.ph](mailto:as.amd@deped.gov.ph). Thank you.

