



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 30, 2024


DIVISION MEMORANDUM

No. 167 s, 2024.

SUBMISSION OF UPDATED PROPERTY REPORTS FROM SCHOOL ADMINISTRATIVE OFFICERS

To: Administrative Officer V
Division Supply Office
School Administrative Officers with assigned school or clustered schools
All Other Concerned

1. Under the guidelines set forth by the Department of Budget and Management (DBM) National Budget Circular No. 425, s., 1992, and the Commission on Audit (COA), government offices shall regularly submit an itemized and validated properties and waste materials for disposal and divestment.
2. Under DepEd Order No. 2, 2024, *Immediate Removal of Administrative Tasks of Public School Teachers* and DepEd Memorandum No. PHROD-2020-00235, all Administrative Officers per duty bound to **xxx e. prepare and submit reports on all property accountability of the schools xxx** or clustered schools they are assigned. In some cases where there is a Supply Officer, the Administrative Officer shall ensure compliance with this memorandum.
3. This Office hereby directs concerned Administrative Officers to prepare and submit the following reports to the Division Property and Supply Office **ROMEO D. MIJARES**, the following documents **on or before July 31, 2024**:
 - a. Report on Physical Count of Property, Plant and Equipment (RPCPPE);
 - b. Inventory and Inspection Report of Unserviceable Properties (IIRUP) and
 - c. Waste materials Report (WMR)
4. For dissemination and compliance.


GAUDENCIO C. ALJIBE, JR. CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Northern Samar
RELEASED

By: JS

Date: 6-11-24



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