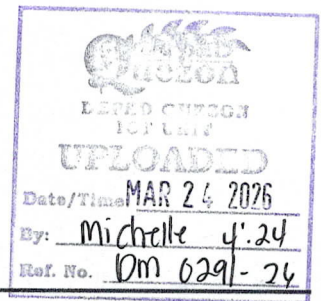




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



24 March 2026

**DIVISION MEMORANDUM**

No. 029, s. 2026

**ONLINE ORIENTATION ON ONE-TIME CLEANSING, RECORDING AND MONITORING OF  
PPE AND SEMI-EXPENDABLE INVENTORY**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
District and School Property Custodians  
All Others Concerned

1. With reference to COA Circular No. 2020-006 titled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies", this Office announces the conduct of Online Orientation on One-Time Cleansing, Recording and Monitoring of Property, Plant and Equipment (PPE) and Semi-Expendable Inventory.

The activity will be conducted on **March 25, 2026 (Wednesday) via Zoom**, in the following batches:

- **Morning Session (9:00 AM – 12:00 PM):** 1st and 3rd District
- **Afternoon Session (1:00 PM – 4:00 PM):** 2nd and 4th District

The meeting link shall be sent through the respective group chats.

2. This activity aims to reinforce existing guidelines, clarify procedures, and address issues encountered in the implementation of inventory and property management systems
3. Participants in this activity are the **Public Schools District Supervisors, School Heads, District and School Property Custodians and Division Inventory Committee members.**

DEPEDQUEZON-TM-SDS-04-009-003



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4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

FOR:

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

BY:

  
**ROSELYN Q. GOLFO**  
-Assistant Schools Division  
Superintendent

Supgda03/23/2026

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