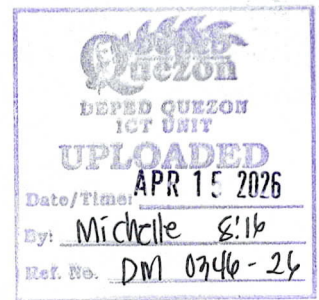




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 April 2026

DIVISION MEMORANDUM

No. 0346, s. 2026

**DIVISION-WIDE VALIDATION OF PROPERTY, PLANT, AND EQUIPMENT
INVENTORY REPORT IN SUPPORT TO PPE-DOCUMENTATION,
VALIDATION AND MONITORING SYSTEM (PPE-DVMS)**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
School Heads of Implementing Units
School Heads of Non-Implementing Units
District/School Property Custodians
All Others Concerned

1. In reference to Division Memorandum No. 0338 s. 2026, titled "Mid-Year Submission of Property, Plant and Equipment and Semi-Expendable Property (PPE/SE) Inventory Count Report in Support to PPE-Documentation, Validation, and Monitoring System", this Office, through the Accounting Section will conduct a Division-Wide Validation of Property, Plant and Equipment in Support to PPE-Documentation, Validation and Monitoring System on April 22-29, 2026, 8:00 am to 5:00 pm at the SDO Quezon, Library Hub.
2. The participants of this activity are the School Property Custodians (Administrative Officer II/Administrative Assistant II/III) or the School Heads. Attendance is a must, and proxies are not allowed. The schedule per school can be accessed through this link: <https://tinyurl.com/DivisionPPEValidationSchedule>.
3. Participants are expected to bring their own laptop, calculator, and bond papers. It is also advised to bring a printer/s and extension wire/s per batch. Inventory Count Report should be printed in A4 size bondpaper, color-coding of folder are as follows:
 - 1st District – Green
 - 2nd District – White
 - 3rd District – Orange
 - 4th District – Blue
4. Travelling expenses are chargeable to the respective school MOOE and subject to usual COA auditing rules and regulations.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Immediate dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm04/14/2026

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