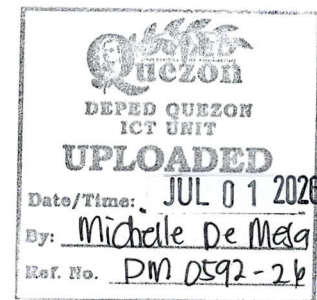




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



29 June 2026

DIVISION MEMORANDUM

No. 0592, s. 2026

REQUEST FOR ASSISTANCE IN THE RECONCILIATION OF THE INVENTORY OF PROPERTY PLANT AND EQUIPMENT (PPE) REPORT

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

- In view of the need to ensure accurate recording and proper monitoring of property plant and equipment (PPE) properties, this Office requests the assistance of the personnel concerned in the reconciliation, validation, and updating of inventory records of all issued Property and Plant Equipment (PPE) items. In this regard, may we request the following personnel to report to the Division Office every Friday of July 2026.

No.	NAME	SCHOOL
1.	Joan Rose C. Dinglasan	Lutucan Central School
2.	Rowell Agbaya	Concepcion Pinagbakuran Elementary School
3.	Danria Paulette Z. De Mesa	Morong Elementary School
4.	Vernon A. Vagay	Taguin Elementary School
5.	Maria Cecilla S. Rodriguez	Manuel L. Quezon Elementary School

- Travel expenses shall be charged to School Maintenance and Other Operating Expenses (MOOE) or local funds subject to the usual accounting and auditing procedures.
- Immediate and wide dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Supgda05/11/2026



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