



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

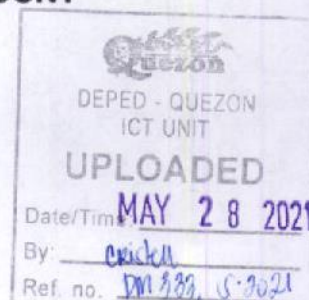
19 May 2021

DIVISION MEMORANDUM

DM No. 383, s. 2021

**VIRTUAL ORIENTATION ON THE CONDUCT OF ONE-TIME CLEANSING OF
PROPERTY, PLANT AND EQUIPMENT (PPE) ACCOUNT**

To: OIC- Assistant Schools Division Superintendents
School Principal/School Head Representative Per District
Division Accountant
Elementary Schools Administrative Officer II
District Property Custodian
Division Inventory Committee
All Other Concerned



1. Relative to Regional Memorandum No. 21-179 dated April 28, 2021 for the implementation of Commission on Audit Circular No. 2020-006 dated January 31, 2020, this Office through the Division Inventory Committee will conduct a meeting on One-Time Cleansing of PPE accounts of this division to establish PPE balances that are verifiable as to existence, condition and accountability.
2. Agenda of the said meeting shall be the following:
 - a. Provisions of COA Circular No. 2020-006
 - b. Preparation of a Physical Inventory Plan
 - c. Discussion on other inventory-related matters.
3. Participants to this activity are the Elementary Schools Administrative Officers II, District Property Custodians, Division Inventory Committee, Division Accountant and two (2) Principal/School Head representative per district.
4. All participants are expected to attend the brief online meeting through Zoom on May 31, 2021 at 9:00 a.m. – 12 noon using the following meeting link: Meeting ID: 995 2784 9637; Passcode: 12345.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
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5. Immediate and wide dissemination of this Memorandum is highly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

supmcsr05/18/2021

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