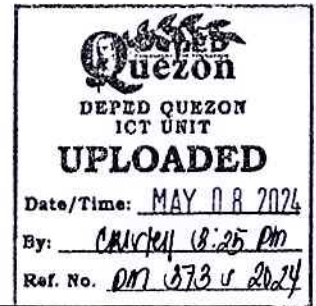




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



07 May 2024

**DIVISION MEMORANDUM**  
DM No. 073, s. 2024

**COMPLETION OF INVENTORY REPORTS**

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

1. The Schools Division Office, through the Property and Supply Office, is mandated to submit the Consolidated Report on the Physical Count of Property, Plant and Equipment as of June 15, 2024, to the Commission on Audit.
2. In light of this directive, all schools under SDO – Quezon must diligently complete and compile their respective inventory reports using the provided link: [tinyurl.com/DivisionPPEInventory2024](https://tinyurl.com/DivisionPPEInventory2024).
3. The District Property Custodian shall meticulously consolidate the inventory reports of each schools within the district.
4. It is expected that the Consolidated report (Softcopy) per District will be finalized not later than **May 15, 2024**.
5. Immediate dissemination of this Memorandum and strict adherence to its provisions are highly encouraged.

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

Supgda5/7/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)