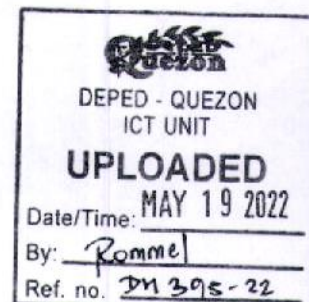




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



17 May 2022

**DIVISION MEMORANDUM**

**DM No. 395, s. 2022**

**SUBMISSION OF PROPERTY TRANSFER REPORT (PTR) AND OTHER DOCUMENTS**

**To: Assistant Schools Division Superintendents  
Elementary School Heads  
Administrative Officer II  
School Property Custodian  
All Other Concerned**

1. To ensure proper recording of Inventory and Accountability of Supplies, Materials, and Equipment of the Division, the Supply Section requests to kindly submit received copy of the Property Transfer Report (PTR) and other documents as proof of complete delivery of such goods and materials on or before **May 27, 2022**.
2. Attached herewith is the list of recipient schools.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

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

supmpd05/19/22

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph

SUPPLIER: **San Francisco Association of Differently Abled Persons Multi-Purpose Cooperative**  
 PROJECT: **PROVISION OF SCHOOL FURNITURE - 10% ALLOCATION FOR COOP. OF PWDs UNDER BASIC EDUCATION FACILITIES FUND (BEFF) CY 2019 SCHOOL FURNITURE PROGRAM**  
 CONTRACT NO.: **2019-07-Adms4(008)B/IV-CB002-C004**  
 ORS NO.: **02-101101-19-12-23162**  
 REGION: **IV-A**  
 DIVISION: **QUEZON**  
 TOTAL NUMBER OF RECIPIENT SCHOOLS: **8**

Item No.	SCHOOL ID	School Name	Municipality	Division	Elementary 2-Seater Table and Chairs Set			Junior High School 2-Seater Table and Chairs Set			Senior High School 2-Seater Table and Chairs Set			Teachers Table and Chair Set			PTR Number
					Unit Cost	Qty	Total	Unit Cost	Qty	Total	Unit Cost	Qty	Total	Unit Cost	Qty	Total	
1	165006	Mauban South CES II	MAJBAN	Quezon	4,770.00	46	219,420.00							3,995.00	2	7,990.00	SAF-SF-19-11-0115
2	165010	Tejero ES	MAJBAN	Quezon	4,770.00	46	219,420.00							3,995.00	2	7,990.00	SAF-SF-19-11-0116
3	109025	Bonbon ES	PANUKJULAN	Quezon	4,770.00	46	219,420.00							3,995.00	2	7,990.00	SAF-SF-19-11-0117
4	108978	Amaga ES	PATNANUNGAN	Quezon	4,770.00	46	219,420.00							3,995.00	2	7,990.00	SAF-SF-19-11-0118
5	108984	Guinaygayan ES	PATNANUNGAN	Quezon	4,770.00	46	219,420.00							3,995.00	2	7,990.00	SAF-SF-19-11-0119
6	108986	Katakian ES	PATNANUNGAN	Quezon	4,770.00	230	1,097,100.00							3,995.00	10	39,950.00	SAF-SF-19-11-0120
7	108987	Kilogan ES	PATNANUNGAN	Quezon	4,770.00	230	1,097,100.00							3,995.00	10	39,950.00	SAF-SF-19-11-0121
8	109199	Cabilbisan ES	TAGKAWAYAN	Quezon	4,770.00	92	438,840.00							3,995.00	4	15,980.00	SAF-SF-19-11-0122

3,730,140.00

135,830.00

Grand Total

3,865,970.00



<b>JOURNAL ENTRY VOUCHER</b> Department of Education Office of the Secretary	Fund Source Code: 01101101	JEV Number: 01-2021-05-008655
	Transaction Type: Others	Transaction Date: May 31, 2021
	Fund Cluster Code: 01	Organizational Code: 070010000000
	Regular Agency Fund	Location Code: 137403000

Date Period: 05/31/2021 — 05/31/2021

MFO/PAP Code	ACCOUNTING ENTRIES Accounts and Explanations	UACS Object Code	Amount	
			Debit	Credit
0000000000000000	Accumulated Surplus/(Deficit)	3010101000	3,865,970.00	
0000000000000000	Semi-Expendable Furniture and Fixtures	1040601000		3,865,970.00
		<b>Total</b>	<b>3,865,970.00</b>	<b>3,865,970.00</b>

**Particulars:**

To record the PTRs for the Provision of School Furniture-10% Allocation for Cooperatives of PWD under BEFF CY 2019 School Furniture Program with Contract No. 2019-07-ADMS4(008)-BIV-CB002-C004. Reg.IV-A QUEZON (SAFRA-ADAP).

**Supporting Documents:**

Date	Reference	Reference No.
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0115
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0116
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0117
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0118
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0119
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0120
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0121
11/11/2019	PROPERTY TRANSFER REPORT	SAF-SF-19-11-0122

Prepared By:

*Nadine Aster V. Pujol*  
**NADINE ASTER V. PUJOL**  
 ADMINISTRATIVE ASST. II

Certified Correct:

*MA. RHUNNA L. CATALAN*  
**MA. RHUNNA L. CATALAN**  
 Chief Accountant