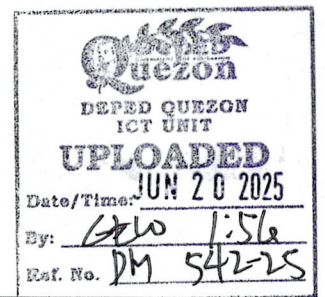




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 June 2025

**DIVISION MEMORANDUM**

DM No. 542, s. 2025

**SUBMISSION OF PROPERTY, PLANT AND EQUIPMENT (PPE) FOR DEPED QUEZON  
SELECTED IMPLEMENTING UNITS (IU's)**

**To:** Assistant Schools Division Superintendents  
Public School District Supervisor  
School Heads – IU's  
Senior Bookkeepers -IU's  
Administrative Assistant II  
School Property Custodian  
All Others Concerned

1. In line with the directive of the Department of Education on proper monitoring and management of government properties, selected Implementing Units under the Schools Division Office of Quezon are hereby instructed to accomplish and submit their updated Property, Plant and Equipment (PPE) Inventory for Fiscal Year 2025.
2. This requirement is in line with the accounting and auditing standards set by the Commission on Audit (COA).  
Please be guided by the following instructions:
  - a. Accomplish the PPE Inventory Form through this link <https://tinyurl.com/PPEInventoryIUs2025>.
  - b. Ensure that the inventory data are accurate, complete and consistent with the corresponding amount under each account title.
  - c. The deadline for submission is on or before **June 27, 2025**.
3. Non-compliance or late submission will be reported to the Office of the Schools Division Superintendent for appropriate action.
4. For any concerns or clarifications you may contact Supply Officer II George D. Aguila at (042) 784-0321 local 161 and Mr. Ruel Driz, Jr.
5. Immediate and wide dissemination of this Memorandum is desired.

**JOEPI F. FALQUEZA**  
Assistant Schools Division  
Superintendent

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

Supgda6/16/2025  
DEPEDQUEZON-TM-SDS-04-009-003



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