



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

Quezon DEPED QUEZON ICT UNIT	
UPLOADED	
Date/Time:	7/3/2025
By:	600 11:53
Ref. No.	DM 598-25

02 July 2025

DIVISION MEMORANDUM
DM No. 598, s. 2025

**RETENTION OF ISSUED LAPTOP AND UPDATING OF PROPERTY
TRANSFER REPORT (PTR)**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. This Office informs all concerned Administrative Officers II with Plantilla items from Calendar Years 2023 to 2024, who are being transferred from one elementary school to another elementary school, that the laptop unit previously issued to them shall remain in their custody.
2. To ensure compliance with property accountability guidelines, the Property Transfer Report (PTR) must be updated to reflect the officer's new school assignment.
3. All concerned personnel are directed to coordinate with the Division Supply/Property Section to process the necessary PTR updates immediately upon reassignment.
4. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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DEPEDQUEZON-TM-SDS-04-009-003



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