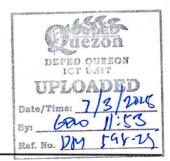


Republic of the Philippines

Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE



02 July 2025

DIVISION MEMORANDUM DM No. 518, 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

- 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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