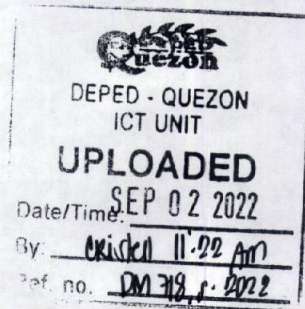




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 August 2022

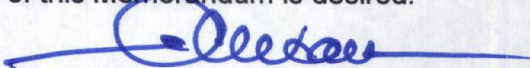
DIVISION MEMORANDUM

DM No. 318, s. 2022

TRANSFER OF ACCOUNTABILITY OF PROPERTY AND EQUIPMENT

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District/School Property Custodian
All Others Concerned

1. This pertains to the various inquiries regarding the transfer of properties from one school to another school. Please be reminded that the Supply Section of the Division Office is primarily responsible of the distribution, disposition, storage and inventory of all the properties of the Division. To ensure proper inventory and management of the equipment and properties, all school personnel concerned are directed to accomplish the **Property Transfer Report (PTR)** to cause the transfer of accountability from one person/station to another.
2. Attached herewith is the Property Transfer Report for reference.
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

SUP-mcsr/08/30/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

PROPERTY TRANSFER REPORT

Entity Name: _____	Fund Cluster: _____
From Accountable Officer/Agency/Fund Cluster: _____	PTR No.: _____
To Accountable Officer/Agency/Fund Cluster: _____	Date: _____
Transfer Type: (check only one) <input type="checkbox"/> Donation <input type="checkbox"/> Reassignment <input type="checkbox"/> Relocate <input type="checkbox"/> Others (Specify) _____	

Date Acquired	QTY	Description	Amount	Condition of PPE

Reason for Transfer:

	Approved by:	Released/Issued by:	Received by:
Signature:			
Printed name:			
Designation:			
Date:			