

### Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City



Jesus Street, Pulung Bulu, Angeles City Tel. Nos. (045) 322-4104; 322-5722 / Fax Nos. (045) 322-4106

October 16, 2018

DIVISION MEMORANDUM No. 454, S. 2018

OCT 18 2018

By DepED Angeles City
Division of City Sylhools

#### SUBMISSION PROPERTY, PLANT AND EQUIPMENT DATA

To: Heads of Public Elementary, Secondary Schools & Senior High Schools

- 1. The Commission on Audit (COA) is in the process of auditing Property Plant, and Equipment (PPE) Accounts.
- 2. Relative to this, schools are instructed to submit data of their respective PPEs using the attached template, to be prepared by the School Property Custodian and noted by the School Principal.
- 3. Please submit accomplished template and issued Property Acknowledgement Receipts in soft copy to <u>depedangelescoa@yahoo.com</u> and <u>divisionsupplyoffice@gmail.com</u> on or before October 31, 2018.
- 4. Immediate dissemination of and strict compliance with this Memorandum is desired.

LEILANI S. CUNANAN, CESO VI

Schools Division Superintendent



#### Republic of the Philippines COMMISSION ON AUDIT Regional Office No. III DEPARTMENT OF EDUCATION Division of Angeles City Angeles City, Pampanga



October 10, 2018

MS. LEILANI S. CUNANAN, CESO VI Schools Division Superintendent DepEd Division of Angeles City Pulungbulo, Angeles City



#### Dear Superintendent Cunanan:

In view of our audit of the Property, Plant and Equipment accounts, may we request your assistance to collect data of the Property, Plant and Equipment held by the schools using the attach form to be prepared by the School Property Custodian and noted by the School Principal and submit the same in a soft copy format as well as the issued Property Acknowledgement Receipts at depedangelescoa@yahoo.com on or before October 31, 2018.

Anticipating your usual cooperation and thank you for your support to our audit team.

Very truly yours,

PRINCESS LEAB. TAROY
Andit Team Leader

# Report of Property, Plant and Equipment (Properties with value of P15,000.00 and up)

## Name of School

## As of September 30, 2018

PAR No. Quantity L		en e	The analysis and the second se					
Date Unit Received								
Item Specification								
Receiv Total Amount Office, Office						1		
Received From (City, Division Office, Central Office, Regional Office, Others: Please specify)								The state of the s
Name of End User				And the state of t				

Prepared By:

Noted By:

Name and Signature of Property Custodian

Name and Signature of School Head

Note: Items with individual values below the threshold but which work together in the form of a group of network asset Keyboard and Mouse) shall be accounted for as PPE under ICT equipment. whose total value exceeds the threshold shall be recognized as PPE. (Example: The total cost of a computer (CPU, Monitor,

If you have any query, please email at depedangelescoa@yahoo.com