



Republic of the Philippines
Department of Education
Cordillera Administrative Region

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Office of the Regional Director

April 15, 2020

REGIONAL MEMORANDUM

No. 100, s. 2020

SUBMISSION OF REPORTS RELATIVE TO THE TRANSFER OF PROPERTY AND EQUIPMENT FROM DEPED-CAR REGIONAL OFFICE AGENCY BOOKS TO THE RECIPIENT SCHOOLS DIVISION OFFICES/SCHOOLS

TO: Schools Division Superintendents
School Heads (Elementary and Secondary)
All others concerned

1. Relative to the recurring Audit Observation Memorandum regarding School Buildings and other Property and Equipment transferred to Schools Division Offices/Schools, but remained in the agency books and has overstated the balance of PPE by an estimated amount of P451 million, this office constituted a Technical Working Group (TWG) who will facilitate for its de-recognition/transfer.
2. The TWG will coordinate with the Schools Division Offices/Schools concerned and seek assistance in the validation of the subject school buildings and other PPEs to determine the complete description, quantity, date of acquisition and exact location of those properties in the Subsidiary Ledger (SL) which do not have particulars. Attached is the SL for reference.
3. In view hereof, Supply Officers of Schools Division Offices and Implementing Units are requested to submit any available records of their Report of Physical Count of Plant, Property and Equipment (RPCPPE) and Report on the Physical Count of Inventories of their respective offices that can be used as reference for reconciliation by the TWG.
4. Reports maybe submitted in softcopy thru email at car@deped.gov.ph, copy furnished the Asset Management Section at ams.depedcar@gmail.com on or before May 15, 2020.
5. For information, guidance and compliance of all concerned.

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Implementation Plan for the derecognition of the PPEs transferred to schools

Activities	Target date	Responsible person	Remarks
Creation of a TWG or Committee to work on the derecognition	March 2020	OARD, ORD	
Identification of discrepancies between SL and RPCPPE	March -April 2020	Daisy Eswat, Corazon Walcien, Engr. Christopher Hadsan	
Preparation of a Memorandum re: coordination with the SDOs and Schools	April 2020	OARD, Daisy Eswat, Corazon Walcien, Engr. Christopher Hadsan	
Coordination with the field offices through SMS and group chat	April- 1 st week of May 2020	Daisy Eswat, Corazon Walcien, Engr. Christopher Hadsan	
Submission of available reports from the SDOs and Schools	Second week of May 2020	Daisy Eswat, Corazon Walcien, Engr. Christopher Hadsan	
Reconciliation of available records from the SDOs and Schools	Third week of May 2020	Daisy Eswat, Corazon Walcien, Engr. Christopher Hadsan	
Submission of report with recommendation to the Committee	Fourth week of May 2020	Daisy Eswat, Corazon Walcien, Engr. Christopher Hadsan	
Submission of Resolution and recommendation of the Committee to the Office of the Regional Director	Fourth week of May 2020	TWG	
Submission of report and or position paper to COA	First week of June 2020	TWG, ORD	

