



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM- 2021-04 - 236
DEPED MALAYBALAY CITY DIVISION
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DATE: MAY 03 2021
BY: _____

DIVISION MEMORANDUM

No. 236, s. 2021

**TO: Elementary and Secondary School Heads
School Property Custodians
This Division**

FROM: VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent *ggr*

Date: May 03, 2021

**Re: SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF
PROPERTY, PLANT AND EQUIPMENT**

1. In reference to COA Circular No. 2020-006 dated January 31, 2020, this Office requests submission of Report on the Physical Count of Property, Plant and Equipment as of April 30, 2021 (Appendix 73) of the Government Accounting Manual. Only items valued Php15,000.00 and above shall be included. DCP Number, whereabouts, conditions and other relevant information relative to the property should be indicated in the "Remarks" column of the form.
2. Download the form from www.depedmalaybalay.net under Property and Supply Unit downloadables. Queries relative to this may be relayed to Darvy C. Daguimol cellphone number 09267753812 Administrative Officer IV - Property Unit.
3. Deadline for submission will be on May 20, 2015.

Copy furnished:

Records Unit

Property and Supply Unit

TO BE POSTED IN THE DIVISION WEBSITE



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