



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

DM-2022-05-297  
DEPED MALAYBALAY CITY DIVISION  
MAILED  
DATE: 23 TIME: 3:44  
MAY 23 2022

**DIVISION MEMORANDUM**

No. 297 s. 2022

**To:** Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Elementary School Heads  
All Others Concerned

**From:** VICTORIA V. GAZO, PhD., CESO V  
Schools Division Superintendent

**Subject:** EDITING AND UPDATING OF REPORT ON THE PHYSICAL  
COUNT OF PROPERTY PLANT AND EQUIPMENT (RPPCPPE)  
AND IDENTIFICATION OF UNSERVICEABLE PROPERTIES

**Date:** May 23, 2022

For the Office to be able to effectively implement COA Memorandum Circular 2020-06, the office would like to request all School Property Custodian to edit the posted Report on Physical Count of Property Plant and Equipment (RPCPPE) over FB Group Page DepED Malaybalay – School Property Custodians and identify irreparable items for disposal in the “Remarks” column.

Download the form, edit and email it to [darvy.daguimoll@gmail.com](mailto:darvy.daguimoll@gmail.com) before May 27, 2022.

Queries maybe directed to Evangeline P Bahian through cellphone # 0991-3739115.

For compliance.



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