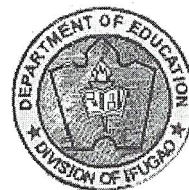




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF IFUGAO
Lagawe



DIVISION MEMORANDUM

No. 80

**To : All Public Schools District Supervisors
Elementary and Secondary School Heads**

From : SALLY B. ULLALIM, CESO V
Schools Division Superintendent

Subject : Report on the Physical Count of Property Plant and Equipments (PPE's)
(As of March 2016)

Date : April 25, 2016

Greeting!

You are hereby requested to update and submit to this office the above mentioned on or before May 11, 2016.

Elementary schools must submit their PPE's at their respective district offices for consolidation. The district offices must submit the consolidated Elementary PPE's while the Secondary schools can submit per school both at the Division office (c/o Property/Supply Unit) on or before May 11, 2016.

Attached is the form to be use. Soft and hard copies are requested for submission.

For compliance.

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, Plant and Equipment)

As of **MARCH 2016**

Appendix 73

School / Fund cluster: (School name and address)

For which (School head) , (Official Designation) is accountable, having assumed such accountability.

QTY	ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	YEAR PURCHASED	STATUS TO DATE	SHORTAGE / OVERAGE		REMARKS
								Quantity	Value	
EXAMPLE						2015				
2	SCHOOL LOT	80% FLAT, 20% ROLLING	N/A	HECTARE	500 K	2001	w/ IMPROVEMENT			w/ TITLE
1	BLDG-1	-1 STOREY W/ 3 ROOMS - CONCRETE - BAGONG LIPUNAN	N/A	UNIT	700 K	1998	REPAIR/USABLE			2 ROOMS AS CLASSROOM 1 ROOM AS OFFICE
1	BLDG-2	-1 STORY 1 ROOM - WOODEN - DPNH/PESSED	N/A	UNIT	350 K	1996	USABLE			USED AS CLASSROOM
1	DESKTOP COMPUTER	-ACER, i7, 18" wide monitor	SN	SET	27,500	2015	FUNCTIONAL			ASSIGNED TO
1	COMPUTER PRINTER	HP L4502/JET 1102	SN	PC	7,000	2016	FUNCTIONAL			ASSIGNED TO
PPE's are as follows ;										
School lot, Buildings, gyms, stage,										
Desktop computer, laptop computer, Camera, LCD projector, TV, Refrigerator,										
Furnitures (sala set, teachers table and chairs, student table and chairs),										
Books (teachers manual and student manual for 5 years and below) and etc.										

Certified Correct by:

Approved by :

Verified by :

(Costodian / Supply Officer)

Signature over Printed Name

(School Head)

Signature over Printed Name of head of
Agency/Entity or Authorized Representative

(Please leave in blank)

Signature over Printed Name of COA
Representative