



Republic of the Philippines
Department of Education
REGION VI- WESTER VISAYAS
SCHOOLS DIVISION OF AKLAN

May 10, 2023

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Principals/Head Teacher-In-Charge of the District
Division Office Personnel

Dear Sirs/Mesdames:

Pursuant to COA Circular No. 2020-006 "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies", please be informed of the schedule of complete physical inventory of school property, plant and equipment (PPE) in the district and each unit in the Division Office with the COA Auditor, to wit:

Date	Districts	Schools
May 23 - 26, 2023	Buruanga	Elementary Schools (14)
		Non-IU Schools (2)
		IU Schools (1)
May 29 – June 2, 2023	Malay	Elementary Schools (12)
		Non-IU Schools (2)
		IU Schools (2)
June 5 – 9, 2023	Nabas	Elementary Schools (19)
		Non-IU Schools (2)
		IU Schools (4)
June 13 – 16, 2023	Ibajay West	Elementary Schools (16)
		Non-IU Schools (1)
		IU Schools (2)
June 19 – 23, 2023	Ibajay East	Elementary Schools (20)
		IU Schools (2)
		June 26 – 30, 2023
Non-IU Schools (5)		
IU Schools (1)		
July 3 – 7, 2023	Madalag	Elementary Schools (29)
		Non-IU Schools (5)
		IU Schools (1)
July 10 – 14, 2023	Altavas	Elementary Schools (19)
		Non-IU Schools (5)
		IU Schools (2)
July 17 – 21, 2023	Batan	Elementary Schools (20)
		Non-IU Schools (8)
		IU Schools (5)
July 24 – 28, 2023	Balete	Elementary Schools (14)
		Non-IU Schools (3)
		IU Schools (3)
July 31 – August 4, 2023	Tangalan	Elementary Schools (13)
		Non-IU Schools (3)
		IU Schools (2)



Poblacion, Numancia, Aklan
Tel./Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

August 7 – 11, 2023	Malinao	Elementary Schools (22) Non-IU Schools (2) IU Schools (5)
August 14 – 18, 2023	Makato	Elementary Schools (17) Non-IU Schools (3) IU Schools (2)
August 22 – 25, 2023	New Washington	Elementary Schools (16) Non-IU Schools (1) IU Schools (3)
August 29 – Sept. 1, 2023	Banga	Elementary Schools (25) Non-IU Schools (2) IU Schools (5)
September 4 – 8, 2023	Lezo	Elementary Schools (8) Non-IU Schools (2)
September 11 – 15, 2023	Numancia	Elementary Schools (16) IU Schools (2)
September 18 – 22, 2023	Kalibo I	Elementary Schools (8) IU Schools (2)
September 25 – 29, 2023	Kalibo II	Elementary Schools (9) Non-IU Schools (2) IU Schools (2)
October 2 – 6, 2023	Division Office	

It is desired that you submit to this Office your Report of Physical Count of Property, Plant, Equipment (RPCPPE), Property Acknowledge Receipt (PAR), Title of Lots, other supporting documents such as, Proof of Ownership of Property, Deed of Donation, Delivery Receipts, etc. Further, Administrative Officer II at the district offices are required to submit report of Inventory Count Form (see attached Annexes), Waste Materials Report of items for disposal, a week prior to the scheduled visit/validation, to the Inventory Committee c/o Mrs. Mildred B. Zante, Administrative Officer IV (Supply Officer II).

For the information and guidance of all concerned.

Very truly yours,


FELICIANO C. BUENAFE JR., CESO VI
 Schools Division Superintendent

DIVISION LETTER

No. 035, s.2023

MBZ



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Department of Education
DIVISION OF AKLAN

Inventory Count Form

PPE Account Group: _____

Sheet No. ____ of ____

Article/ Item	Description	Old Property No. assigned	New Property No. assigned (To be filled up during validation)	Unit of Measure	Unit Value	Quantity per Property Card	Quantity per Physical Count	Location/Whereabouts	Condition	Remarks

Note: For PPE items without Property No. provide in the "Remarks" column other information such as Serial No./Model No./brief description that can be useful during the reconciliation process.

Prepared by: _____

Printed Name and Signature
Concerned Inventory Committee Member

Reviewed by: _____

Printed Name and Signature
Chairman, Inventory Committee

Date: _____

Department of Education
DIVISION OF AKLAN

List of PPEs Found at Station

PPE Account Group: _____

Article/ Item	Description	New Property No. Assigned	Person Accountable	Unit Cost/Value	Total Cost/Value	Remarks

Prepared by: _____
Printed Name and Signature
Property Personnel

Reviewed by: _____
Printed Name and Signature
Head, Property Unit

Date: _____

Department of Education
DIVISION OF AKLAN

List of Non-Existing/Missing PPEs

PPE Account Group: _____

Article/ Item	Description	Old Property No.	Person Accountable	Unit Cost/Value	Total Cost/Value	Remarks

Prepared by: _____
Printed Name and Signature
Property Personnel

Reviewed by: _____
Printed Name and Signature
Head, Property Unit

Date: _____

