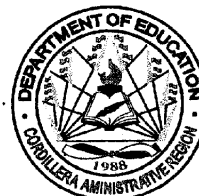




Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet




January 5, 2015

REGIONAL MEMORANDUM

No. 004, s. 2015

To : Schools Division Superintendents  
 Public Elementary and Secondary School Principals  
 Division/Secondary School Supply Officers  
 District/School Property Custodians

RECEIVED  
 JAN 06 2016  
 DEPED-CAR Time: 3:25 p

From :   
 ELLEN B. DONATO, Ed.D., CESO III  
 Director IV

Subject : **Submission of the Year-End Inventory Report of Plant, Property and Equipment(PPEs) for 2015**

1. Division offices are requested to furnish a copy of their Year-End Inventory Report of Plant, Property and Equipment(PPEs) for 2015, a report which they submit to their resident auditor annually per Section 490 of the GAAM and Section 66 of the Manual on NGAs: **hard and soft copy**, attention: Property and Supply Unit on or before February 10, 2016.
2. The inventory report should not only include the division office but should also include those from the districts, elementary and secondary schools whether these data are part of the data gathering nor reflected in the Enhanced Basic Education Information(e-BEIS) or not.
3. For further details/clarifications, please contact telephone no.(074) 422-2198.

For compliance.

ETA/er

Telephone Numbers:			
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155
Fax Machine	-422-4074	Elementary Education Division	-422-7096
Office of the Director III	-309-3013	Alternative Learning System	-422-5187
Administrative Division	-422-1804	Secondary Education Division	-309-3014
		Cash Section	-309-3017
		Physical Facilities Unit/ICT	-309-3011
		Regional Planning Unit	-309-1234
		Supply Unit	-422-2198
		Record Section	-309-3015
		Payroll Services Unit	-424-3993
		Special Services Division	-424-5167
		Commission on Audit	-422-7434