

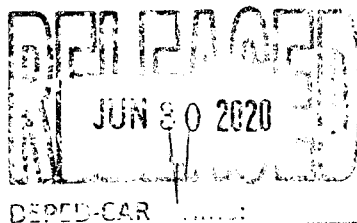


Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**

Office of the Regional Director

June 30, 2020

REGIONAL MEMORANDUM  
 No. 177 s. 2020



**ADDENDUM TO RM NO. 100 S. 2020 (SUBMISSION OF REPORTS RELATIVE TO THE TRANSFER OF PROPERTY AND EQUIPMENT FROM DEPED-CAR REGIONAL OFFICE AGENCY BOOKS TO THE RECIPIENT SCHOOLS DIVISION OFFICES/SCHOOLS)**

TO: Schools Division Superintendents  
 School Heads (Elementary and Secondary)  
 Supply Officers / Property Custodians  
 All others concerned

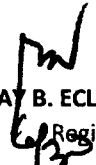
1. This has reference to RM No. 100 s. 2020 on the submission of reports relative to the transfer of property and Equipment from DepEd-CAR regional office agency books to the recipient schools division offices/schools relative to the recurring Audit Observation Memorandum on the variances between the Subsidiary Ledger (SL) and the Report on the Physical Count of Plant, Property and Equipment (RPCPPE) specifically on School Buildings, Information and Communication Technology Equipment, office equipment, Technical and scientific equipment and other machinery and equipment.
2. The property and equipment were procured by the Regional Office and were delivered to various Schools Division Offices and schools but remained in the agency books and has overstated the balance of PPE by an estimated amount of P451 million.
3. Some Schools Division Offices and schools submitted their RPCPPE however it did not cover the year specified in the attached SL. In view hereof, attached in this Memorandum are templates per account name and per year of acquisition to facilitate and guide the Supply Officers/Property Custodians in the submission of report:

Enclosure	Account name	Year of acquisition
1	School Buildings	1991, 1994, 1997, 1998, 1999, 2000, 2001, 2010, 2012, 2014, 2015, 2016 and 2017
2	Information and Communication Technology Equipment	2001, 2002 and 2003
3	Office Equipment	1991, 1992, 1993, 1996, 1997, 1998, 1999, 2000, 2001, 2002 and 2003



4a	Other Machinery and Equipment (specifically water supply system)	2005
4b	Other Machinery and Equipment	1997, 1998, 1999, 2000, 2001, 2002 and 2003
5	Technical and Scientific Equipment (science equipment, microscope, weather update)	2001, 2003 and 2004

4. Supply Officers of Schools Division Offices and Supply Officers/Property Custodians of schools are requested to submit any available records of their Report of Physical Count of Plant, Property and Equipment (RPCPPE) and Report on the Physical Count of Inventories of their respective offices per fund cluster and year of acquisition as indicated in the attached templates. In case of unavailability of records, the Property Custodian and the School Head for schools and Supply Officers and Schools Division Superintendent for SDOs shall certify the fact of such unavailability of records.
5. Reports shall be submitted in softcopy thru email at [car@deped.gov.ph](mailto:car@deped.gov.ph), copy furnished the Asset Management Section at [ams.depedcar@gmail.com](mailto:ams.depedcar@gmail.com) on or before October 30, 2020.
6. For information, guidance and compliance of all concerned.

  
**MAY B. ECLAR, Ph.D., CESO V**  
 Regional Director